



Police Service Aide
Police Department

Posting Date
April 29, 2022

Starting: \$44,858/yr. (\$45,755 as of July 1, 2022)
Maximum Salary: \$56,784/yr.

Closing Date
May 27, 2022

*Competitive medical, dental, and vision insurance plans effective day of hire
Retirement plan includes 401a and Health Savings Plan with employer contribution*

HOURS: Availability to work multiple shifts, including weekends and holidays, is required. Shift assignments following the successful completion of the probationary period are based on employee seniority per the collective bargaining agreement.

DUTIES

Communications Section

Performs non-sworn police related functions in the Department’s Communications Section receiving emergency 9-1-1 and non-emergency administrative telephone calls, dispatching police and fire units, operating and accessing the Law Enforcement Information Network (LEIN), CLEMIS CAD, NextGEN 911, Texty, 800Mhz Digital Radio, and other needed technologies. Performs other duties as assigned.

Lock-up Section

Performs non-sworn police related functions in the Department’s Lock-up Section searching, booking, fingerprinting, escorting and monitoring prisoners. Operates State of Michigan required breathalyzer instrument. Completes detailed arrest records and reports as needed. Must also be able to assist in physical control of prisoners that are uncooperative or combative. Performs other duties as assigned.

REQUIREMENTS

- At least 18 years of age with a high school diploma or GED equivalent.
- Must be in good physical condition with vision correctable to 20/20.
- Must have at time of application, and maintain, a valid Michigan Driver License with a good driving record (based on City of Troy standards).
- Out-of-state applicants must provide current driving record at time of application and obtain State of Michigan license within one (1) month of employment.
- **Prior to employment, all candidates must successfully complete an extensive background investigation and pre-employment physical, including psychological evaluation and drug screen, including marijuana.**

EVALUATION PROCESS:

<u>TYPE</u>	<u>WEIGHT</u>
Written Test	30%
Interview	<u>70%</u>
	100%
Psychological Evaluation	pass/fail

SPECIAL INSTRUCTIONS

- Applicants must receive a score of at least 70 on each portion of exam to be placed on eligible list.
- Persons who, within six months prior to the deadline date of this announcement, have applied for this classification and failed any portion of the examination may not apply under this announcement.
- Vacancy will be filled pursuant to the 2018-2023 Michigan Association of Police (MAP) Collective Bargaining Agreement, Article 36 Requests for Transfers and Promotions. Semi-annual shift selection by seniority may impact candidate’s assigned section. MAP bargaining unit represents this position.

APPLY

Applications are available at www.troymi.gov/jobopenings.

Link to the Recruitment Video: <https://www.youtube.com/watch?v=QWG1Xytigr8>

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.