CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/10/13 ms **ANNOUNCEMENT NO. 43**

SECURITY OFFICER (OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$10.80 - $20.90** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available online or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **No other form will be accepted**. **APPLICATIONS WILL BE AVAILABLE FOR PICK UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, MAY 24, 2013 UNTIL 4:30 P.M. ON FRIDAY, MAY 31, 2013.**

NOTE: **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, MAY 31, 2013**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **WRITTEN EXAMINATION** Candidates will be notified by U.S. Mail of the time, date, and place of the examination.

DUTIES OF THE POSITION

Under supervision, is responsible for the security of Department of Public Utilities or other City of Cleveland buildings, property, records, and equipment. Takes immediate action to protect life and property within his/her jurisdiction. Performs such duties and works such hours as designated by the Chief of the Public Utilities Police Department or other superior and/or his/her designee. Assures all key assigned installations are secured from outside intrusion on a 24 hour/7 days a week basis. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Ohio Private Police Officer certification from the Ohio Police Officer Training Commission is required. A valid State of Ohio Driver's License is required. Must be able to lift and carry a minimum of 30 pounds. A 9mm handgun 20-hour certification is preferred.

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER