

**PUBLIC NOTICE OF CIVIL SERVICE EXAMINATION
PATROLMAN 3rd GRADE
CITY OF UNIVERSITY HEIGHTS, OHIO**

The City of University Heights Civil Service Commission announces an open competitive Entrance Examination for the position of **PATROLMAN 3rd GRADE**. The basic requirements for applicants to take the exam are as follow: must be U.S. citizen, a high school graduate (or GED), shall be 21 years of age, but not over the age of 35, as of the date on which he/she may be appointed and proof of passage of the Police Officer Physical Agility Test from Cuyahoga Community College (TriC) or equivalent. **Starting Patrolman 3rd Grade Annual base pay \$79,095.64** plus \$1,800 annual uniform allowance. Other possible compensation incentives include: education, fitness, special assignment, longevity, etc. Patrolman 1st grade annual base pay (after two years of service) is \$87,568.34. Please refer to City's website universityheights.com for further information relating to the applicable collective bargaining agreement. University Heights City employees have top-quality health care packages with generous annual sick, personal and holiday days.

The written examination will be administered on **Wednesday, May 17, at 6:00 p.m.**

Location: John Carroll University ~ Dolan Science Center ~ 1 John Carroll Blvd., University Heights 44118

Applications will be available 24/7 online at universityheights.com and in the University Heights Police Department Lobby at 2304 Warrensville Center Road and also at University Heights City Hall, 2300 Warrensville Center Road. Applications will be accepted from the first 100 via email to kthomas@universityheights.com and must be returned by 4:00 pm on Monday, May 8, 2023.

ITEMS REQUIRED AT TIME OF APPLICATION SUBMITTAL

Fee of \$20 must be paid at time of online application submittal

Copy of Driver's License

Copy of High School Diploma or Certified Copy of Final High School Transcript

The City of University Heights requires each applicant to submit a current certificate of passage of the patrol officer agility test administered by Cuyahoga Community College (Tri-C) or an equivalent valid certificate of passage from a similar issuing body that demonstrates a candidate achieving the Cooper Standards at a 30th percentile level. The certificate of passage must be issued to the candidate within one year prior to submission to the city. Refer to Tri-C website tri-c.edu for additional information on Tri-C Agility Testing. The next Tri-C Police Officer Physical Agility Exam dates are April 16, 2023 and May 21, 2023. **Agility test certificates can be submitted with the application, or submitted to the Civil Service Commission Secretary during the written examination or within 14 days after the written examination date.**

Upon receiving a job offer, the applicant must possess a valid Ohio driver's license, will be subject to a medical exam, drug testing, polygraph examination/CVSA, psychological evaluation, and background investigation. The applicant must be capable of performing the essential job functions required of a Patrolman.

Extra credit is given upon obtaining a passing score of 70% on the written examination as follows: for one year or more of military service with honorable discharge (10%) or current certificate from the Ohio Peace Officer Training Council showing completion of the Ohio Peace Officer Basic Training Program (10%). Such proof must be provided at the time of filing of the application. **Applicants may receive either military credit or the Ohio Peace Officer Training Program credit, not both.**

The City of University Heights is an equal opportunity employer, and all persons otherwise qualified who have not attained the age of thirty-six shall be eligible for original appointment. The City of University Heights is an equal opportunity employer and encourages women and minority applicants to apply.

For further qualification and more detailed information, please obtain application packet or contact the Civil Service Commission Secretary Kelly Thomas at kthomas@universityheights.com or (216) 932-7800, extension 223.

Kelly Thomas, MMC
Clerk of Council / Secretary
Civil Service Commission
City of University Heights, Ohio