



JOB OPENING

JOB TITLE	Police Service Aide
OPENING DATE	January 8, 2015
CLOSING DATE	January 30, 2015
DEPARTMENT/DIVISION	Police
EMPLOYEE GROUP	Non-union
EMPLOYMENT STATUS	Part-time
WORK SCHEDULE	Varies, but may include days, evenings, weekends, and holidays up to 24 hours per week.
HOURLY RATE	\$18.00
PREVIOUS WORK EXPERIENCE	Preference may be given to those applicants who have law enforcement experience and/or backgrounds in law enforcement or a criminal justice environment.
EDUCATION	High School Diploma, some College coursework preferred.
SPECIAL SKILLS & TRAINING	Applicants must possess a valid Michigan driver's license with no more than two hazard violations in five years and no more than four current points from date of application. Driving record and criminal history will also be considered. Applicants must be U.S. citizens and Michigan residents. Applicants must possess the knowledge, skills, and abilities to work with current law enforcement technologies including Law Enforcement Information Network (LEIN), Secretary of State (SOS), and all Court Law Enforcement Management Information System (CLEMIS) software/hardware and must possess the ability to process prisoners which includes physical searches and fingerprinting.
BASIC RESPONSIBILITIES	Assist citizens at the Command Desk by answering phone calls and taking reports both in person and over the phone, processing prisoners and providing for their containment, assist with monitoring, care and release of prisoners as required. Maintain cleanliness of the Command Desk area, lobby and lock up as required. Perform school crossing guard duties and any and all other duties which shall be deemed appropriate for this position which do not require full police powers.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER