



DATE: July 20, 2012

JOB POSTING

JOB TITLE: Police Service Aides (PSA)

DEPARTMENT: Police

EMPLOYMENT GROUP: Part Time

HOURS: Varies, but may include days, evenings, weekends, and holidays up to 24 hours per week.

HOURLY RATE: \$18.00 - \$20.00

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.

SPECIAL TRAINING OR SKILLS: Applicants must possess a valid Michigan driver's license with a good driving record. Driving record and criminal history will be considered. An applicant 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.

EDUCATION: High School Diploma, some College coursework preferred.

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 any and all other duties as assigned.

HOW TO APPLY: Complete a City of Farmington Hills application and submit to the Human Resources Department. The application is available on the City website at www.fhgov.com Applications are also available in the Human Resources Department at 31555 Eleven Mile Road, Farmington Hills, MI 48336. Applicants may also include a resume and cover letter.

APPLICATIONS WILL BE ACCEPTED UNTIL: 4:30 p.m., Friday, August 3, 2012.

EQUAL OPPORTUNITY EMPLOYER