

Additional information and the application are available on the City's website www.cityoflewistown.com or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources.

JOB POSTING

Position: Patrol Officer

Accountable To: Police Chief

Wage and Benefit: The wage for the position is \$21.66 and is considered a salary position. It is a full-time position required to work a rotating schedule on 12-hour shifts including nights and weekends. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

Minimal Qualifications:

- ◆ Must be a citizen of the United States
- ◆ Must have, or be able to obtain prior to hiring, a valid Montana Driver's License
- ◆ Must have High School Diploma or GED
- ◆ Must be at least 18 years of age
- ◆ Must not have a felony conviction on record
- ◆ Must be able to pass a thorough background investigation
- ◆ Pass the Montana Physical Abilities Test (MPAT)
- ◆ Pass medical and mental health evaluations

Principle duties: This position is involved in law enforcement activities encompassing crime prevention, investigations, arrests and traffic regulations, providing basic police functions and duties. It requires occasional strenuous physical exertion, contact with undesirable physical conditions and the property care and use of safety equipment and procedures to prevent injury. This position will require frequent contact with the public.

Application process:

Applications will be accepted until the position is filled.

In order to move to the selection, process the applicants must submit a complete application and have all the necessary documentation as listed below.

- ◆ Copy of Birth Certificate
- ◆ Copy of high school and college diplomas including transcripts
- ◆ All attachments must be signed and returned
- ◆ Copy of discharge papers, (DD-214) if applicable
- ◆ Any other documents that you feel will help in your selection
- ◆ Copy of a word per minute typing test