



Village of St. Bernard Civil Service Commission

NOTICE OF COMPETITIVE EXAMINATION TO ESTABLISH AN ELIGIBILITY LIST FOR DUTY WITH THE ST. BERNARD SAFETY DEPARTMENT AS A POLICE OFFICER

A NON-REFUNDABLE APPLICATION FEE OF \$15.00 WILL BE CHARGED WHEN YOUR COMPLETED APPLICATION IS RETURNED TO CITY HALL.

Examination will consist of three parts: Written Exam, Assessment Exam, and Oral Interview.

WRITTEN EXAMINATION DATE: Saturday, February 8, 2020

PLACE & TIME: St. Bernard Municipal Building
120 Washington Avenue
Lower Level/Teen Center, (Entrance in back of building at bottom of driveway)

Test will begin promptly at 9:00AM.

- Please arrive at least 20 minutes prior to exam for registration.
- Late arrivals will not be permitted to take test.
- (Examination will take approx. 2 - 2 1/2 Hours)

Applications will be accepted at City Hall beginning Tuesday, January 21, 2020 through Friday, January 31, 2020, Monday through Friday 9AM - 5PM.

FOR THE APPLICATION:

1. The applicant must be a citizen of the United States.
2. The applicant must be a high school graduate.
3. The applicant must have a valid driver's license.
4. Veterans must attach a copy of proof of uniformed duty with the application.
5. Anyone 21 years of age may apply to take the examination. No one shall be eligible to receive an appointment prior to their twenty first (21st) birthday or past their forty-first (41st) birthday, unless they were originally appointed to a different department prior their forty-first (41st) birthday.
6. Returned application will be time-stamped by the City Clerk to determine any tie breakers in scoring exams.

FOR THE EXAMINATION:

1. The applicant must present photo identification for admission to the examination facility.
2. Veterans must present the original proof of having served uniformed service on the day of the examination to be eligible for Military Service credit.
3. The maximum amount of points that can be added to any score, including military and advanced training credit, is 20%.
4. Passing grade for this examination will be 70%, not including military points or advanced training credits.

110 Washington Avenue, St. Bernard, Ohio 45217
(513) 242-7770 ext.7717 Fax: (513) 641-1840
Email: civilservice@cityofstbernard.org



Village of St. Bernard Civil Service Commission

AFTER THE EXAMINATION:

1. Applicant must be willing to submit to the following: Background Check, Polygraph Test, Personal Interview, Psychological Examination, Physical Examination and Physical Agility Test (to be given first).

Additional Exam Information:

- Applicants may be exempt from the written exam if they meet the following criteria: OPOTA Certified with 2 years of full-time experience with a municipal department, with no disciplinary action resulting in suspension or loss of pay within the last 12 months.
- Applicants who are exempt from the written exam will be automatically included on the list of candidates to be administered the assessment exam and oral interview.
- The Civil Service Commission will notify exempt applicants of assessment and oral interview dates once determined.
- Following the written exam the Civil Service will select between 3 and 10 of the candidates receiving the highest scores on the written exam and any candidates meeting the requirements to be considered exempt from the written exam to be administered the assessment exam and the oral interview portions of the test. The assessment exam will be worth 60% of the final grade and the oral interview will be worth the remaining 40% of the final grade.
- The assessment exam will consist of 5 questions/scenarios and will be graded by three officers from the St. Bernard Police Department.
- The oral interview will be conducted by a panel of six members and will consist of ten questions.