



# Village of St. Bernard Civil Service Commission

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

**Continuous Examination will consist of three parts: Written Exam (through National Testing Network, Inc.), Assessment Exam, and Oral Interview.**

The Civil Service Commission is conducting the written portion of the police officer entrance exam through the National Testing Network, Inc. (NTN).

All candidates (unless considered lateral transfer – see below) must apply through the National Testing Network and take the FrontLine National Exam ([www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)), complete the Personal History Questionnaire (PHQ), which is accessed through your NTN candidate account, and submit all required documentation in order to be considered. **Minimum score of 70% required on the FrontLine National Exam to move forward in process.**

All requirements are outlined on job posting: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

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 (41<sup>st</sup>) birthday, unless they were originally appointed to a different department prior their forty-first (41<sup>st</sup>) birthday.

Lateral Transfers Only: Applicants may be exempt from the FrontLine National Exam and the physical agility test 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. You must still submit a department application available here:

<https://www.cityofstbernard.org/services-departments/civil-service-commission>. Once completed, you must email to [cityclerk@cityofstbernard.org](mailto:cityclerk@cityofstbernard.org) or drop off in person at St. Bernard City Hall, 110 Washington Ave, St. Bernard, OH 45217, along with any supporting documentation, including proof of certifications, copies of degrees if applicable, and military duty, if applicable.

Physical Agility Test will be conducted by the St. Bernard Police Department. Candidates will be notified of date and time.

110 Washington Avenue, St. Bernard, Ohio 45217  
(513) 482-7490 Fax: (513) 641-1840  
Email: [civilservice@cityofstbernard.org](mailto:civilservice@cityofstbernard.org)



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## **Additional Exam Information:**

- Applicants who are exempt from the FrontLine National exam and physical agility test will be automatically included on the list of candidates to be administered the assessment exam and oral interview.
- Following the FrontLine National exam the Physical Agility Test (Pass/Fail) will be given by the St. Bernard Police Department . Eligible candidates will be sent more information including release forms via email.
- 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 Civil Service Commission will notify applicants of assessment and oral interview dates upon completion of Physical Agility.
- The assessment exam will consist of 5 questions/scenarios and will be graded by three officers the from the St. Bernard Police Department.
- The oral interview will be conducted by a panel of six members from St. Bernard Administration and will consist of ten questions.
- Applicant must be willing to submit to the following: Background Check, Polygraph test, Personal Interview, Psychological Exam, Physical Exam and Physical Agility Test.
- Additional credits to be applied to total score after completion of all three parts.  
Maximum = 20%
  - Military Credit (must be State of Ohio resident at time of test) – 20%
  - Two-year college degree – 5%
  - Four-year college degree – 10%
  - State of Ohio Police Officer Certification – 10%
  - Police Officer certification in state other than Ohio – 5%

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