



Human Resources Department  
 121 S.W. Port St. Lucie Blvd  
 Port St., Lucie, FL 34984-5099  
 WEBSITE: www.cityofpsl.com

# CITY OF PORT ST. LUCIE JOBS AVAILABLE

Telephone 772-344-4335  
 Hours: M-F 8 A.M. - 5 P.M.  
 E-Mail: TGrieve@cityofpsl.com

JOB POSTING 2008-023

NOVEMBER 7, 2008

## POLICE SERVICE AIDE #9802 POLICE DEPARTMENT

This position is an Essential classification and will require all Police Service Aides to report for duty and work during a hurricane or emergency.

**POSITION SUMMARY:** Provide initial non-emergency police services. Provide specialized work in communications, including computer input, validating entries and cancellations. Serve the community directly and support officers in the field.

**MINIMUM REQUIREMENTS:** High school graduation or possession of an acceptable equivalency diploma. One (1) year of general clerical experience. Ability to obtain FCIC/NCIC certification within 6 months of employment.

**PLEASE NOTE: THIS POSITION REQUIRES SHIFT WORK INCLUDING MIDNIGHTS, EVENINGS, WEEKENDS AND HOLIDAYS.**

A comparable amount of training, education or experience may be substituted for the minimum qualifications.

**ADA PROFILE:** While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee may occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

<b>SALARY RANGE:</b>	\$13.25/HR
<b>BARGAINING UNIT:</b>	PEA Eligible
<b>FLSA STATUS:</b>	Non-Exempt
<b>LICENSE:</b>	Valid Florida Class "E"
<b>EDUCATION:</b>	High School or Equivalency
<b>SPECIAL CERTIFICATION:</b>	None
<b>TESTING:</b>	None Required
<b>EXPERIENCE REQUIRED:</b>	1 year clerical experience

**CLOSING DATE: UNTIL FILLED.**

Preference shall be given to eligible current city employees and eligible applicants claiming veterans' preference provided that those applicants meet the position's minimum requirements as outlined in the official position description.

All vacancies are open until filled unless otherwise specified. EOE/VID. Women, minorities, veterans, and disables persons are encouraged to apply. A complete job description in compliance with the Americans with Disabilities Act (ADA) is available from the Human Resources Department. Reasonable accommodation will be provided to eligible persons upon request. Veterans' Preference will be given to eligible veterans and eligible spouses for covered City positions. Form DD214 must be provided at the time of applying for a covered position in order to claim Veterans' Preference. Please contact the Human Resources Department if you have any questions. **DRUG FREE WORKPLACE.**