CITY OF MANCHESTER
HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
TEL: 603-624-6543 (VOICE/TTY)
FAX: 603-628-6065
WEB SITE: www.ManchesterNH.gov

POLICE RESERVE OFFICER

(Announcement Number R-003-12)
Grade 18
Starting Salary: $21.00/hr – no benefits
Min. 8 hours per month – varied work hours, including weekends, nights and holidays

AGE: Applicants must be at least 21 years of age.

THE JOB: Assist and support full-time Police Officers in the day to day delivery of law enforcement services to the community. Functions include, but are not limited to, serving subpoenas, working special events, assisting in booking and traffic control, park patrol and working extra details

MINIMUM QUALIFICATIONS: Successful candidates must have been employed as a full-time Certified Police Officer in good standing within the last 36 months. A valid NH Driver's license and ability to pass a physical performance test, medical exam and background check is required.

PROCEDURES: Complete and submit employment application to the Human Resources Department along with copies of supporting documents verifying you:

(1) are a high school graduate or possess a NH GED,
(2) have successfully completed full-time Police Officer certification,
(3) are at least 21 years of age and a U.S. Citizen.

If you satisfy these requirements, you will receive an invitation to participate in a physical agility test. The Manchester Police Department uses the guidelines set by the Cooper Institute for Aerobic Research. All applicants will be given a fitness assessment and must fall into the 35th percentile or better in all categories. The categories include a bench press, sit-ups, push-ups and a one and one half-mile run. The Police Department will then conduct a background investigation. Candidates will be considered for vacancies, as they occur.

APPLICATION PROCEDURES: Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex

OPENING DATE: January 3, 2012 **CLOSING DATE:** June 29, 2012

The City of Manchester is an Equal Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST