

## EMPLOYMENT NOTICE

The Jacksonville Civil Service Board is continuously accepting applications for the position of Police Officer. Civil Service applications and information may be obtained at the Jacksonville Civil Service Office Monday through Friday, 8am-2pm, or downloaded at [www.jacksonville-al.org/jobs](http://www.jacksonville-al.org/jobs). The Civil Service Office is located at the Public Safety Complex, 911 Public Safety Drive SW, Jacksonville, Alabama 36265.

Applicants must submit a completed civil service application, along with proof of high school diploma/GED, and a valid driver's license to the Civil Service Board. Applicants who are not APOSTC certified, and do not have an associate's degree or higher, must also submit the ACT WorkKeys certificate. Non-certified applicants must also successfully pass the physical agility test. Applications and required documents can be hand delivered or mailed to: Jacksonville Civil Service Board, 911 Public Safety Drive SW, Jacksonville, Alabama 36265; or emailed in PDF format to [civilservice@jacksonville-al.org](mailto:civilservice@jacksonville-al.org).

### QUALIFICATIONS

- High school diploma or GED (proof is required.)
- Some experience in working with the public.
- Successfully complete state approved police academy training program within one (1) year of hire date.
- Must possess a valid driver's license (proof is required) and a driving record suitable for insurability.
- Satisfactorily pass a physical examination given by a local physician.
- Successfully complete the physical agility course prescribed by the Alabama Peace Officers Standards and Training Commission.
- Must be willing to work non-standard hours and overtime as required.
- Must be physically able to perform the essential functions of the position.
- Must possess adequate computer skills.
- Ability to pass a background investigation.

### SPECIAL REQUIREMENTS

- Must obtain Hepatitis series due to contact with inmates.

In addition to possession of a valid high school diploma or GED certificate, the ACT WorkKeys Assessment is required of all applicants, excepting those who have been previously APOSTC certified and who are required to complete the Refresher for reinstatement of their certification; or, those applicants possessing an earned associate's degree or higher degree from a college or university accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.

Individuals who do not possess a valid ACT WorkKeys Assessment may test at any Alabama community college within the state. The three components of the test and the passing scores for law enforcement officer applicants are as follows:

- Reading for Information (Workplace Documents)- pass score 4
- Locating Information (Graphic Literacy)- pass score 4
- Applied Mathematics- pass score 3

For complete information relating to the ACT WorkKeys Assessment requirements, please read the entire text of Chapter Two of the Alabama (APOSTC) Administrative Code: [www.apostc.state.al.us](http://www.apostc.state.al.us)

There will be a physical endurance test given at a later date. Applicants who are APOSTC certified are not required to take the physical endurance test. A written civil service examination may or may not be administered.

APOSTC certified Police Officer applicants' salaries are negotiable based on years of service and training.

Range 18, Minimum \$18.81-Maximum \$30.77 per hour  
EOE

Civil Service Board contact information:

Pamela Mason, Civil Service Clerk

911 Public Safety Drive SW

Jacksonville AL 36265

256/435-9695

[civilservice@jacksonville-al.org](mailto:civilservice@jacksonville-al.org)

Office hours are Monday-Friday, 8am-2pm