



# Vacancy Announcement

Position: Police Officer

Posting Date: June 4, 2019

## Introduction

The city is soliciting applications for an eligibility pool of qualified candidates. Minorities and females are encouraged to apply. The City is seeking a responsible, trustworthy individual to perform general duty police work involving the prevention of crime and the enforcement of laws and ordinances.

## Essential job functions

- Patrols an assigned area on foot or by car;
- Answers citizen calls and complaints;
- Responds to and assists in emergency situations;
- Searches for and apprehends offenders;
- Escorts prisoners to county jail and testifies and presents evidence in court;
- Searches for and investigates wanted and missing persons and stolen property;
- Investigates suspected places of illegal activity;
- Enforces vehicle parking and driving laws;
- Administers breathalyzer tests;
- Responds to the scene of crimes and accidents; searches for and preserves evidence; investigates clues;
- Administers first aid to injured or afflicted persons;
- Directs traffic and assists pedestrians at intersections;
- Monitors public establishments for compliance with the law;
- Escorts funerals and parades;
- Writes reports and prepares departmental forms;
- Maintains assigned equipment;
- Attends training sessions and seminars;
- Assists with the training of new officers;
- Assists with natural disaster preparedness and response;
- Assists the Fire Department with general public control during fire emergencies;
- Assists with animal control services;
- Performs other related duties as required.

## Requirements

### *Knowledge, Abilities, and Skills*

Knowledge of the principles and procedures of police work; knowledge of the laws and ordinances of the State of Florida and the United States; knowledge of the streets, roads and geography of the city; knowledge of first-aid principles and procedures; knowledge of the care and handling of a trained canine (if assigned)

Ability to react quickly and calmly in emergency situations; significant ability to meet and work with the general public and to explain and enforce regulations; ability to organize and compose written reports; ability to drive and operate assigned equipment under emergency conditions; ability to learn laws, rules, guidelines and regulations; ability to maintain confidentiality; ability to work rotating shifts, including nights, weekends and holidays; ability to work on-call, if required, including nights, weekends and holidays.

### *Working hours*

Rotating 12 hour shifts

### *Physical Demands*

This is moderately heavy work for a considerable part of the working time. Requires frequent walking; frequent standing and sitting for long periods of time; running, jumping/leaping, climbing; stooping, reaching, bending; lifting and carrying/ pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight (20/40 corrected in each eye), hearing and speech; working in adverse environmental conditions for long periods of time; regular driving of vehicle. May be required, at times, to physically perform all noted requirements at one time (Ex: running, jumping, climbing, lifting, etc.).

### *Minimum Qualifications*

High school Diploma or recognized equivalent and Florida State Law Enforcement Certification, Florida Certificate of Police Standards; Valid Florida Driver's License with an acceptable driving record is required. Please reference disqualifiers in EPD policy regarding illegal use of controlled substances and body ornamentation & tattoos (contact Human Resources to obtain this document).

### *Salary Information*

\$17.35 to \$26.45 per hour (\$37,904.02 to \$57,785.8 per year); EXCELLENT benefits (Note: Benefit information is posted on city website at [www.eustis.org](http://www.eustis.org), or call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$17.35 per hour. Only applicants with the most job related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or police experience. Any applicant who failed to successfully complete any portion of a previous selection process (application, physical abilities test, verbal interview, background investigation, truth verification, emotional stability and psychological investigation, and drug screening), may not reapply for one year from the date of the exit point in the process. Final candidates required to pass a drug test and a thorough background check including criminal history, driver's license check. Then, final candidates will be offered a conditional offer of employment contingent upon satisfactory results of medical exam. Please read important section below.

## Closing Date

Open until closed by the City

## Contact Information

Human Resources Department  
City of Eustis

### *Physical Address*

109-A East Orange Avenue  
Eustis, Florida 32726

### *Mailing Address*

Post Office Drawer 68  
Eustis, Florida 32727

### *Phone number*

352-483-5472

### *Fax number*

352-483-0492

### *Email address*

personnel@ci.eustis.fl.us

## Important Information

Applications must be received no later than 5:00 pm on the closing date as listed above. The City may close positions that are posted with an Open closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one business day, contact 352-483-5472 or [personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us). The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For assistance or more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call 352-483-5472. Under Florida Law, all application materials are public record and subject to public scrutiny.

The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per Florida Statute 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Boulevard, Room 214, Saint Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, Florida

Statute. Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms). The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing or interview, please inform the City, prior to the testing or interview date.