

**DEPARTMENTAL PROMOTIONAL EXAMINATION ANNOUNCEMENT #5723**

**POLICE SERGEANT GREAT BARRINGTON POLICE DEPARTMENT**

**SOLE ASSESSMENT CENTER**

**Last date for filing applications: August 28, 2009**

**Examination Date: October 6-8, 2009**

**ELIGIBILITY:** To be eligible for this examination you must be an employee in the Great Barrington Police Department with permanent civil service status in the below listed title. You are also required to have been employed in the qualifying title on a permanent or temporary civil service basis for twelve months preceding the examination date. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. However, you must have permanent civil service status in the qualifying title as of the date of the examination in order to be eligible. For the purpose of meeting this eligibility requirement, you should regard any provisional or "acting" service in a title higher than your permanent title as continuous service in your permanent title. ***Police Officers filing for this examination must have twelve months of permanent experience after completion of their Police Academy course. Service as a Student Officer before successful completion of an approved academy does not count towards meeting the eligibility requirement.***

**ELIGIBILITY TITLE: Police Officer**

**SALARY:** Questions regarding salary should be directed to the Appointing Authority.

**DUTIES:** Under the direction of the Chief of Police, to plan, assign, direct and evaluate the work of subordinate police officers in the enforcement of criminal and traffic laws, investigation of criminal offenses, assisting the public, and other duties as may be assigned by the Chief of Police or as may be required by the rules, regulations, policies and procedures of the Great Barrington Police Department.

**EXAMINATION SUBJECTS:** The assessment center will be designed to tests a candidate's ability to perform the various duties and responsibilities of the position, including the following: Written Communication, Problem Analysis, Decision-Making, Planning and Organizing, Human Relations, Oral Communication, Initiative and Leadership.

**EXAMINATION WEIGHTS:** Individuals who have served as a Police Sergeant (including on an acting/provisional basis) may receive employment/experience credit. You will receive information regarding how to claim this credit and the supporting documentation required at the examination site. Employment/experience credit will be added to your overall Assessment Center score which will then be factored into your final score and represent 10% of your final

score. If you have no experience as a Police Sergeant, the results of the Assessment Center exercises, plus applicable statutory preference points, will be your final score. Please note, statutory preference points and/or credit for employment or experience is applicable only to individuals who achieve a passing score on the examination, and cannot be added to a failing score in an attempt to achieve an overall passing final score.

*NOTE:* Statutory Preference Points - Upon submission of written proof, two points will be added to the passing score of qualified veterans *or* individuals who have 25 years of service.

**IMPORTANT NOTIFICATION INFORMATION FOR APPLICANTS:**

**Notice to Appear**

Notices to appear to your assigned examination site will be mailed to applicants via U.S. Mail or sent by e-mail. This examination is a Sole Assessment Center, and will take up to three days to complete. Applicants must be available for the entire days of October 6, 7 and 8, 2009.

**IDENTIFICATION AT THE EXAMINATION SITE:** At the examination site, applicants must present current and valid photo identification with signature (e.g., motor vehicle operator's license, passport, ID from an institution of higher education).

**HOW TO APPLY:** You may obtain applications for this examination on-line at [www.townofgb.org](http://www.townofgb.org). Applications, along with the examination fee, should be returned to: Kevin O'Donnell, Town Manager, Town of Great Barrington, 334 Main Street, Great Barrington, MA 01230.

**EXAMINATION FEE:** All applications must be accompanied by a money order or certified bank check. The examination-processing fee is \$100.00. Payment by money order or certified bank check should be made payable to the Town of Great Barrington. Please print your name, address, and the examination announcement number 5723 on the front of the money order or certified bank check. **NO CASH OR PERSONAL CHECKS.**