



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$18,932 PER YEAR

POLICE TECHNICIAN I
(CLASS CODE 7141)

FINAL DATE FOR FILING APPLICATIONS: Thursday, February 18, 2010

KIND OF WORK:

Responsible specialized work in providing clerical and administrative support within the Police Department; and related work as required. Assignments in this class may include computerized police report writing; the receipt, cataloging, storage and routing of evidence and property; general administrative and clerical duties in a police setting; and duties relating to the maintenance of computerized files on wanted persons and stolen property. Some assignments may require shift work.

WORKING CONDITIONS:

Employees in this class may be required to work a fixed or rotating shift, weekends, holidays and emergencies.

MINIMUM QUALIFICATION REQUIREMENTS:

EITHER: Permanent or probationary status as a Police Technician, Trainee with the New Orleans Police Department and one (1) year of experience in that classification.

OR:

- 1) High school graduation. **Either original high school diploma or GED issued by the State Department of Education must be submitted at the time of application.**
- 2) One (1) year of full-time paid clerical, administrative, computer, public contact, or law enforcement experience.

NOTE: College education may be substituted for the required experience at the rate of thirty (30) semester hours for one (1) year of experience. **Official college transcripts must be presented at the time of application.**

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8452

January 21, 2010

- 3) Clerical aptitude and computer literacy, including typing ability.
- 4) Felony convictions or numerous misdemeanors are disqualifying. The New Orleans Police Department will conduct a background investigation and check for arrest and conviction record. Civil Service will schedule a urinalysis to detect usage of illegal narcotic substances.

KIND OF EXAMINATION:

A qualifying performance (typing) test and a written test, weighted 100%. Applicants must pass the performance test in order to be admitted to the written test.

This is an original entrance and promotional examination.

Domicile requirements have been waived for this examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE (504) 658-2059 or 1-800-981-6652.

DKC