

**\*JOB ANNOUNCEMENT\***  
**TRANSIT POLICE OFFICER – GRADE 440**

**DUTIES:** Patrols assigned areas with purpose to prevent disorder, criminal activity and terrorism. Protects RTA passengers and employees within the RTA designated area and municipal area of concurrent jurisdiction. Maintains peace and order on the rail, buses, stations, platforms, and any other property of RTA or areas of concurrent jurisdiction. Prepares reports and maintains associated responsibilities concerning reported information in a clear and concise manner. Performs patrol duties specific to assignment (e.g., bus, radio patrol car, plainclothes, train and station, derailment, etc.). May assist with Fare Enforcement duties as assigned. Performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must be a high school graduate or GED equivalent. Applicants must be at least 21 years of age at time of appointment and must have a valid Ohio Driver's License. Applicants must not have more than two (2) points on their driver's license and good driving history. Applicants must be able to obtain passing scores on a validated written test battery, physical abilities test and oral communication exercise. Applicants must achieve a satisfactory evaluation on a psychological assessment and must meet the criteria established for a comprehensive background check. Applicants must attain qualifications through training leading to certifications to use systems such as Cuyahoga Regional Information System (CRIS), the Law Enforcement Automated Data System (LEADS), and such certifications that might be required by government regulatory agencies such as the U.S. Department of Homeland Security and the Ohio Department of Transportation. Applicants must have working knowledge of Microsoft Office (Microsoft Word). Applicants must have good customer service skills and ability to effectively communicate with a diverse public. Applicants must be able to display sound judgment and be able to interact with the general public in a variety of situations, display initiative, discern emotional state of others and make an appropriate and thoughtful response.

**ADDITIONAL INFORMATION:** The performance of these duties may be required at any time of the day or night, any day and night of the week. The position is a bargaining unit position. This position is also safety sensitive and subject to random drug testing.

**RATE:** \$18.40 per hour (Uncertified), \$19.45 per hour (if Ohio Peace Officer Training Academy (OPOTA) State Certified)

**FILING OF APPLICATIONS:** Applicants must apply in person at the Greater Cleveland Regional Transit Authority, 1240 West 6<sup>th</sup> Street, Cleveland, OH 44113. Applications must be received in the Human Resources Department at the RTA, **NO LATER THAN 4:00 P.M., October 7, 2011. Applications must be notarized. Notary Publics are available free of charge in the Human Resources Department. Applications will NOT be accepted for processing if they do NOT reflect the minimum requirements, are incomplete, or illegible. Applicants MUST present the following:**

- A \$25.00 check or money order must be received at the time of submitting an application and should be made payable to **the Greater Cleveland Regional Transit Authority.**
- **Physical Agility Certification:** Administered by Police Training Academy at Tri C Western Campus, Parma, Ohio. A valid current Tri-C Physical Agility Certificate of Accomplishments and score must be submitted to Human Resources no later than **October 29, 2011** to remain under consideration as an applicant. GCRTA will accept Tri-C Physical Agility Certification from no earlier than one year from **September 23, 2011.** Upcoming test date is **October 16, 2011.** Applicants can contact Cuyahoga Community College at 216-987-3033 for more information or can visit <http://www.tri-c.edu/workforce/publicsafety/lawenforcement/Pages/PhysicalAgilityPoliceOfficerTesting.aspx>. **Applicants are responsible for payment of a \$60 test and any other fees associated with the Tri-C Police Physical Agility testing directly to Cuyahoga Community College.**
- A copy of their High School Diploma or Certificate of Completion of GED and a valid Ohio Driver's License at the time of application. A background check for criminal history will be performed.
- Official Driving record from the Bureau of Motor Vehicles (**record must be dated no earlier than 1 month prior to application date**) **OBTAINABLE FROM THE PARMA BRANCH BMV, 12000 SNOW ROAD, PARMA, from 8:00 a.m. – 3:30 p.m. OR 2755 EAST 55<sup>th</sup> STREET, CLEVELAND.**
- Current Original COUNTY Criminal History Report (report must be dated no earlier than two (2) weeks prior to application date) **OBTAINABLE FROM THE CUYAHOGA COUNTY SHERIFF'S DEPARTMENT AT THE JUSTICE CENTER 3rd FLOOR (\$6.00 money order or cash is required) from 9:00 a.m. - 3:30 p.m. AND/OR from the County of Residence (i.e. Summit, Lorain, Lake, etc.).** A complete background check for criminal history will be performed.

**Examinations:** A written test battery will be given to eligible candidates. Candidates eligible to take the written test will be notified and provided additional information for test location and registration. The top applicants, based on the written test battery, will be scheduled for the Oral Communication Exercises, and other assessments to be scheduled at a later date.

**THE FIRST 300 PROPERLY COMPLETED APPLICATIONS WILL BE ACCEPTED FOR PROCESSING.**

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**