

Town of Boone



TOWN OF BOONE EMPLOYMENT OPPORTUNITY

The Town of Boone Police Department has a vacancy for the position of Administrative Sergeant.

Minimum Qualifications for Administrative Sergeant are:

- A. This process will be given as needed. After a promotional process, the completed promotional list remains valid for one year. The Chief of Police or his/her designee will choose the most qualified candidate for promotion from the current list. If the list of eligible candidates is less than three, a new promotional process may be given when an opening occurs.
- B. Candidates must have five years of credible police experience as a full-time law enforcement officer. The Chief of Police or his/her designee will have the final authority to determine what prior service will be deemed credible and how much credit will be given on a case by case basis if there is any doubt.
- C. Candidates may have had no suspensions more than one day, and/or no more than one written reprimand, or no combination of suspensions and written reprimands in the two years of employment prior to the position posting at Boone Police Department or at another agency where the credible police service occurred.
- D. Process
 1. Written exercise 33.3%
 2. PIO assessment/exercise 33.3%
 3. Sworn oral board 33.3%
 - Plus, two points for an AA or AS degree (or equivalent hours); four points for a BA or BS degree (or equivalent hours) or higher.
 - Additional points may be added if further assessments are added to this process.

A drug screen and a psychological test may be completed on internal candidates prior to promotion and shall be completed if an outside candidate is chosen as a condition of employment.

Pay range: \$53,632 Employee will serve a 6-month probation. Town of Boone is an Equal Opportunity Employer.

Special Requirements: Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Basic Law Enforcement certificate. Must meet and maintain all minimum training and experience requirements for the position established by the department and State of North Carolina. Hold a North Carolina General Instructor certification.

Internal candidates may submit a letter of interest to Captain Bobby Creed by 5PM EST on December 15, 2022. Candidates should outline their qualifications for this position in the memo and include the reason(s) for interest in the position. The person selected will receive a 5% salary increase.

External candidates must submit a resume and a Town of Boone Police Officer Career Application, available on the Town of Boone website (www.townofboone.net). Questions can be directed to Captain Bobby Creed at the Boone Police Department # 828-268-6934 or bobby.creed@townofboone.net, regarding the application process.

Applications may be returned to Town of Boone Human Resources at 567 West King St, or PO Box 192, Boone, NC 28607.

DEADLINE: All applications and resumes must be received by **December 15, 2022 at 5PM EST.**
