**Public Safety Aide (Civilian)**

The City of Falls Church is recruiting for a permanent full-time (40 hours per week) Public Safety Aide. The individual selected for this position will work in police department in the City of Falls Church, Virginia. The City of Falls Church is seeking dynamic and goal-driven employees who are motivated to take on today's greatest challenges and rewards in the field of local public service. Employees who are passionate about making a difference and achieving our mission: Committed to providing and maintaining the highest quality public safety service to the community at large and to its neighboring partners through prevention, intervention, investigations and enforcement in all facets of the criminal justice and emergency management systems.

The selected candidate will be responsible working shiftwork of intermediate difficulty in performing paraprofessional and technical duties within the Police Department.

**Responsibilities**

* An employee in this class performs a variety of duties in support of sworn police officials including preliminary investigations of automobile accidents, directing traffic, supporting special events and informing the community of City regulations and services relating to physical and sanitary conditions of public right of ways, buildings and the grounds surrounding them, vacant lots, and abandoned vehicles.
* Duties include the preparation of various reports, utilization of police communication equipment, operating a motor vehicle and issuance of parking tickets, testifying in court, provide limited traffic control for school crossings, emergency incidents and special events. Public Safety Aides are unarmed civilian employees with no arrest powers.
* Assignments are received in the form of general outlines for desired results. Detailed instructions are received only for unusual situations or when procedures are changed. The employee is expected to exercise considerable independent judgment and initiative.
* Performs related tasks as required.

**Qualifications**

* Have graduated from a standard high school or possess a G.E.D. from a recognized issuing agency.
* Be of good moral character and have never been convicted of a felony; or misdemeanor involving moral turpitude, perjury, or false statement.
* Possess at least one (1) year public contact experience.
* Possess or be able to obtain a valid Virginia driver's license and have an acceptable driving record.
* Successfully complete a background investigation including a polygraph examination.
* Be able to successfully complete the Public Safety Aide Training.
* Be able to successfully complete and maintain all certification requirements for the Public Safety Aide position.

**Special Requirements**
The following information is provided to you in anticipation of your application for the position of Public Safety Aide with the City of Falls Church. It is essential that you review this information carefully before submitting an application. The Falls Church Police Department has constantly maintained the highest standards in the selection of personnel who will represent the City of Falls Church. All applicants for the Falls Church Police Department should be aware of these standards and the several phases of the selection process before attempting to qualify for the position. In addition to the other requirements, each applicant will be required to submit to an extensive pre-employment polygraph examination. This examination will concern the applicant's honesty and integrity. Areas of questioning will include, but is not limited to, the following:

* Any past criminal activity on the part of the applicant.
* Completeness and truthfulness of all statements made during the selection process.
* Any past or present use of drugs.

The present standards of the Falls Church Police Department would disqualify an applicant if any of the following were indicated as a result of the review of the application packet, polygraph examination or background investigation. NOTE: These are guidelines and are not limited to the drugs listed in this package. A background investigation will be conducted as part of the testing process to determine if the "Moral Character" of the candidate is appropriate for employment as a Public Safety Aide. "Moral Character" is determined by examination of the life experiences of the candidate including, but not limited to, the above listed factors. Other factors, such as past illegal drug use, history of arrest, incidents of theft, prior work and driving history, will also be considered. If you determine that these standards would not disqualify you as a candidate, we look forward to your application and wish you the best of luck in the examination process.

**Salary & Benefits**The position salary starts at $35,271. This position includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more.