

Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106  
Bus. (603) 624-1560  
Fax. (603) 624-6891

## **POSITION VACANCY**

### **Police Officer**

The Hooksett Police Department is currently accepting applications for the position of **Police Officer**.

Candidates range from \$20.66 (\$42,972) to \$31.66 (\$65,852) depending on past police officer experience. All candidates must successfully complete all hiring phases to include: written exam (waived for certified applicants), physical agility testing, oral board, psychological exam, polygraph exam and medical/physical exam as well as an extensive background check.

Non full time certified applications received by November 29, 2019 will be eligible to take a written test (Test date to be determined). Those applicants who pass the written test will be eligible to advance to the physical agility test (applicants are required to have a doctor's note to be eligible to participate in the physical agility test) to be held directly following the written test. Upon successful completion of the physical agility test, candidates will advance to a comprehensive interview. If all three phases are successfully completed by the candidate, a background investigation may follow.

***Preference will be given to Full Time Certified Police Officer applicants. Certified applicants will not have to complete the written test. Once full time certified applications are received the applicant will be contacted directly by Captain Jake Robie to schedule an oral board and a physical agility test.***

#### **THE JOB**

Under general supervision, the Patrol Officer performs duties necessary for the stability and safety of the community, to include but not limited to: Identifying criminal offenders and activity, apprehending offenders and participating in subsequent court proceedings, preventative patrol, aiding individuals in danger of harm, facilitating vehicular and pedestrian traffic to include the investigation of accidents, investigating crimes, writing reports, creating and maintaining a feeling of security in the community, promoting and preserving the peace and providing other services on an emergency basis.

Work Schedule: Rotating shifts, weekends, and holidays.

Benefits include: 11 paid holidays, sick time, compensatory time, and vacation time accrual, life and disability insurance, tuition reimbursement program through current collective bargaining agreement, enrollment in NH Retirement System, and uniform allowance.

## **MINIMUM QUALIFICATIONS**

United States citizen, high school diploma or GED, no criminal record, good driving record, must be 21 years of age (on or before the date of the test), ability to deal successfully with public under stressful conditions. Must possess ability to receive and transmit information accurately under extremely stressful conditions. Must be free of any conditions that result in a person not being able to perform the essential functions, with reasonable accommodation, of a police officer as determined by a physician under contract with this agency.

## **APPLICATION PROCEDURE**

Applicants must submit cover letter, resume and Town Application on line to [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org) or by mail to the Hooksett Town Hall Attn: Town Administrator, Police Officer Selection, 35 Main Street, Hooksett, NH 03106. Refer to website: [Hooksettpolice.org](http://Hooksettpolice.org) or [Hooksett.org](http://Hooksett.org) for a copy of the complete job description and application. If you have any questions please contact Captain Jake Robie at 603-624-1560 #304 or via email at [jrobie@hooksettpolice.org](mailto:jrobie@hooksettpolice.org).

**CLOSING DATE NON-CERTIFIED:** November 29, 2019

**CLOSING DATE FULL TIME CERTIFIED:** Open until filled

**The Town of Hooksett and the Hooksett Police Department are Equal Opportunity Employers**