



Village of St. Bernard Civil Service Commission

NOTICE OF COMPETITIVE EXAMINATION TO ESTABLISH AN ELIGIBILITY LIST FOR DUTY WITH THE ST. BERNARD SAFETY DEPARTMENT AS A POLICE OFFICER

Examination will consist of three parts: Written Exam (through National Testing Network, Inc.), Assessment Exam, and Oral Interview.

The Civil Service Commission will be conducting the written portion of the police officer entrance exam through the National Testing Network, Inc. (NTN) in order to establish an eligibility list for vacant positions available at this time.

All candidates (unless considered lateral transfer – see below) must apply through the National Testing Network and take the FrontLine National Exam (www.nationaltestingnetwork.com), **complete the Personal History Questionnaire (PHQ)**, which is accessed through your NTN candidate account, and submit all required documentation by Friday, March 28, 2025 at 5:00pm. Candidates who do not complete the PHQ will not be considered to move forward. **Entry level applicants must pass the Frontline National Exam with minimum score of 70% in order to move on to other parts of the exam process.**

All requirements are outlined on job posting: www.nationaltestingnetwork.com

Anyone 21 years of age may apply to take the examination. No one shall be eligible to receive an appointment prior to their twenty-first (21st) birthday or past their forty-first (41st) birthday, unless they were originally appointed to a different department prior their forty-first (41st) birthday.

Lateral Transfers Only: Applicants may be exempt from the FrontLine National Exam if they meet the following criteria: OPOTA Certified with 2 years of full-time experience **with a municipal department**, with no disciplinary action resulting in suspension or loss of pay within the last 12 months. You must still submit a department application available here: <https://www.cityofstbernard.org/services-departments/civil-service-commission>. Once completed, you may email to cityclerk@cityofstbernard.org or drop off in person at St. Bernard City Hall, along with any supporting documentation, including proof of certification and military duty, if applicable. **Applications MUST be turned in or emailed directly to the Village Clerk at City Hall (110 Washington Ave,**

110 Washington Avenue, St. Bernard, Ohio 45217
(513) 482-7490 Fax: (513) 641-1840
Email: civilservice@cityofstbernard.org



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St. Bernard, OH 45217) in order to be accurately time-stamped. Do NOT submit to the Police Dept.

DEADLINE: Friday, March 28, 2025 at 5:00pm

Additional Exam Information:

- Applicants who are exempt from the FrontLine National exam will be automatically included on the list of candidates to be administered the Physical Agility test, assessment exam and oral interview.
- Following the FrontLine National exam the Physical Agility Test (Pass/Fail) will be given by the St. Bernard Police Department. Eligible candidates will be notified of the exam date and will be provided with additional information including release forms via email after closing date of applications.
- Civil Service will select 10 of the remaining candidates who passed the Physical Agility test receiving the highest scores on the written exam and any candidates meeting the requirements to be considered exempt from the written exam for the assessment and the oral interview portions of the exam process. The assessment exam will be worth 60% of the final grade and the oral interview will be worth the remaining 40% of the final grade. The Civil Service Commission will notify applicants of assessment and oral interview dates upon completion of Physical Agility.
- The assessment exam will consist of 5 questions/scenarios and will be graded by three officers from the St. Bernard Police Department.
- The oral interview will be conducted by a panel of six members from St. Bernard Administration and will consist of ten questions.
- Applicant must be willing to submit to the following: Background Check, Polygraph test, Personal interview, Psychological Exam, Physical Exam and Physical Agility Test.

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