

Civil Service Commission

CITY OF MARION

Kim Frank, Chairman
Rocky Ratliff, Vice Chairman
Ted McKinnis, Member
Jennifer Sidle, Secretary

233 W. Center Street
Marion, Ohio 43302

ENTRY-LEVEL PATROL OFFICER EXAMINATION

Notice is hereby given that the Civil Service Commission of Marion, Ohio will conduct a two-phase entrance examination for:
POLICE DEPARTMENT- PATROL OFFICER

All applicants must be citizens of the United States or have a valid permanent resident card. Applicants for the entrance examination for original appointment to the Police Department must be at least 21 years of age or turn 21 years of age prior to graduation from a police academy but cannot have reached the age of 35.

APPLICATIONS - Applicants **MUST** submit a completed online application through the City of Marion **PRIOR TO MIDNIGHT ON THURSDAY, 4/24/2025**. The online application can be found at <https://www.marionohio.us/employment> beginning **MONDAY, 3/10/2025**. Early application submission is recommended as any tie scores are ranked based on the date and time the completed application was received. **ALL APPLICANTS MUST FURNISH A COPY OF THEIR BIRTH CERTIFICATE AND A COPY OF THEIR VALID DRIVER'S LICENSE WITH THE APPLICATION**. These documents should be attached to the online application. Applications are not considered complete until all documents (including any applicable extra credit documents) have been submitted.

EXTRA CREDIT DOCUMENTS MUST ACCOMPANY THE APPLICATION AT THE TIME IT IS SUBMITTED. IF CLAIMING MILITARY CREDIT, A COPY OF YOUR **DISCHARGE PAPERS (DD214) MUST ACCOMPANY THE APPLICATION**. IF CLAIMING CREDIT FOR A 2-YEAR OR 4-YEAR DEGREE, A COPY OF YOUR **GRADE TRANSCRIPT MUST ACCOMPANY THE APPLICATION**. IF CLAIMING CREDIT FOR OPOTA TRAINING, A COPY OF YOUR **OPOTA CERTIFICATION MUST ACCOMPANY THE APPLICATION**.

NO LATE APPLICATION OR DOCUMENTATION SUBMISSION WILL BE CONSIDERED.

PHASE 1 - The **ENTRANCE EXAMINATION** portion of the entrance process will be administered by the National Testing Network (NTN) and must be completed **PRIOR TO MIDNIGHT ON THURSDAY, 4/24/2025**. Applicants must complete online registration for the entrance examination at <https://nationaltestingnetwork.com/>. Applicants can choose any date, time, and location that works for them as long as it's completed prior to the application close date. There is also an option for virtual testing that allows the applicant to test from home. If you have already taken the exam through National Testing Network, included the Marion Police Department as a choice of departments when you took the exam, and your exam date is between **7/24/2024, and 4/24/2025**, you have the option to use your prior score. If your examination was prior to **7/24/2024**, you will need to re-test.

Those applicants successfully completing Phase 1 with a score of **65%** or higher on each segment of the NTN exam will move to Phase 2. An average score of all segments will be used in the final scoring process.

PHASE 2 -The **PHYSICAL AGILITY** portion of the entrance process will be conducted on:

WEDNESDAY, 5/7/2025 at 17:00 HOURS AND/OR
SATURDAY, 5/17/2025 at 10:00 HOURS

Applicants who successfully complete Phase 1 will be notified through the email provided on their application. The location of the physical agility will be provided at that time. Applicants wishing to continue in the hiring process **MUST** attend and pass one of the agility sessions.

If the applicant is not able to attend one of the scheduled agility sessions due to circumstances out of their control, they **MUST** justify the absence and make arrangements prior to **SATURDAY, 5/10/2025 at 10:00** for an alternate date and time. In any event, the agility must be completed no later than **SATURDAY, 5/17/2025**. The decision to allow an alternate date and time is at the sole discretion of Civil Service, the Chief of Police, or their designee. The ability to schedule an alternate agility test is subject to the availability of appropriate representatives of the Civil Service Commission and Marion Police Department.

Because the **agility test** requires physical exertion, BEFORE you will be permitted to take the agility test, you **MUST** present a **CURRENT** statement (dated no earlier than **4/1/2025**) from a doctor certifying that you are free of cardiovascular and pulmonary disease and are physically capable to participate and withstand the agility test. **NO EXCEPTIONS**. The medical statement may be submitted with the online application or brought with you to the agility test.

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