

**BOROUGH OF CLARKS SUMMIT  
CIVIL SERVICE  
EXAMINATION NOTICE**

Notice is hereby given that the Borough of Clarks Summit will be holding a civil service examination for the position of Police Officer. The purpose of this exam is to generate an eligibility list to be able to replace an officer if needed for the Clarks Summit Borough Police Department. Forms required to be completed in order to apply for the position of police officer are available at the Clarks Summit Borough Building, 304 S State Street, Clarks Summit. Application forms may be mailed upon request however the commission assumes no responsibility for missed filing deadlines due to a delay in the mail. The written test is scheduled to be held on Saturday, September 7, 2019.

Every applicant for any position in the police department shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and, prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. Applicants must also have completed and passed the police officers' training course approved by the Municipal Police Officers' Education and Training Commission (MPOETC) as set forth in 53 Pa. C.S. § 2161 et seq. at the time of examination.

The Clarks Summit Borough is an equal opportunity employer. It is the Borough's and the commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status or non-job-related physical or mental handicap or disability. The Borough and the commission will provide equal opportunities in employment and promotion.

The Clarks Summit Borough building is open Monday through Friday 9am to 3pm. Call 570-586-9316 if you have any questions. **COMPLETED APPLICATIONS MUST BE TURNED IN TO THE CLARKS SUMMIT BOROUGH MANAGER'S OFFICE DURING NORMAL BUSINESS HOURS BY Wednesday, August 28, 2019.** Proof of completion of Act 120 and veteran preference, if claimed, must be included with the completed application. There will be a non-refundable fee of \$50.00 for each applicant participating in the Civil Service Written Exam which must be submitted with the application.

**BY: CLARKS SUMMIT BOROUGH  
CIVIL SERVICE COMMISSION**