

**Deadline to submit Application
February 26, 2019**

NOTICE

The Jasper Civil Service Board will establish eligibility registers of qualified applicants and give a written exam for the positions below. To qualify, the applicant must be a citizen of the United States and present a copy of the following documents at the time of making application:

1. Current drivers license
2. Social security card
3. Birth certificate
4. High school diploma or GED
5. Three current letters of recommendation (from non city employees) signed and must include a phone number.

All documents must be turned in with application. Please make your own copies.

POLICE OFFICER: TEST DATE March 13, 2019 9:00 a.m. at Jasper Police Dept

Must be 21 years of age or older on or before the test, pass a physical agility exam and a psychological exam, have an excellent driving record and pass a background check which includes a credit check.

JAILER: TEST DATE: MARCH 13, 2019 9:00 a.m. at Jasper Police Dept

Must be at least 19 years of age on or before the test and pass a background check

HEAVEY EQUIPMENT

MECHANIC TEST DATE: MARCH 13, 2019 9:00 a.m. at Jasper Police Dept

Must have certification of 5 years as HD Mechanic

HUMAN RESOURCE

TECHNICIAN TEST DATE: MARCH 20, 2019 9:00 a.m. at Jasper Police Dept or City Hall.

Must have one year experience in payroll related functions, time keeping, employment forms and other matters. Knowledge of Microsoft Office and Excel; Minimum of 30 semester hours at an accredited college in business or related field

Applications may be downloaded at www.jaspercity.com (click on "employees" and you will be taken to our site. You may also pick up application in the basement of Jasper City Hall (Monday-Friday 8-4:30 (excluding holiday's) and return to same via slit in door.

The successful applicant will be required to submit to a drug test prior to entering employment.

THE CITY OF JASPER IS AN EQUAL OPPORTUNITY EMPLOYER

Dr. Marcus O'Mary, Chairman

February 15, 17, 20, 22, 24