

Position Announcement

**The City of East Helena is recruiting for one Police Officer
Starting annual salary \$68,702 and up DOE**

This position involves Law Enforcement activities encompassing crime prevention, investigations, arrests, traffic enforcement and related police functions and duties. This position requires working knowledge of State and Local codes as they relate to local jurisdiction, use of firearms and effecting arrests among other basic Law Enforcement skills.

Successful applicants must meet the following minimum requirements: at least 18 years of age, U.S. citizenship, high school diploma or equivalent, and possess (or be able to obtain) a valid Montana Driver's License. M.L.E.A. P.O.S.T. Basic course certification or Legal Equivalency certification is preferred but not required at initial hire.

Work schedule varies and may also call for 24-hour availability in emergency situations. Starting

Wage is \$33.02/hour *

Additional comprehensive benefits to include:

- Employee Health, Dental, & Vision insurance provided by the City of East Helena;
- Vacation and Sick Leave provided (amounts vary based on longevity);
- Holiday Pay;
- MPORS 20-year retirement;
- Officers also receive a yearly uniform allowance;

*Stated wage does not take into account opportunities for overtime pay & yearly C.O.L.A. increase potential
A complete job description for this position is available under Job Opportunities at www.easthelenamt.us. A completed City of East Helena application form AND a Standard Application for Position of Public Safety Officer in Montana must be submitted to apply for this position. Application forms and the job description can be downloaded from the [Job Opportunities page at easthelenamt.us](http://www.easthelenamt.us) or obtained at City Hall – 306 East Main Street – East Helena, Montana. For more information or questions regarding this position, please call the City of East Helena at 406-227-5321.



All applications must be submitted to the City Clerk/Treasurer.

Applications are due by: Friday, June 6, 2025, at 4:00 pm

The City of East Helena is an equal opportunity employer that values diversity in its workforce.

CITY: East Helena
DEPARTMENT: Police Department
POSITION: Police Officer
REPORTS TO: Chief of Police
COMPENSATION: \$33.02/hr DOE

SUMMARY OF WORK & WORK SCHEDULE: Under the general direction of the Chief of Police, performs a variety of duties involved in law enforcement including patrol, investigations, traffic enforcement and specialized assignments; responds to calls for assistance, responds to medical calls, testifies in court, and enforces federal, state and local laws to protect and ensure public safety.

JOB CHARACTERISTICS:

Nature of Work: This position involves law enforcement activities encompassing crime prevention, investigations, arrests, traffic enforcement and related police functions and duties. Position may be called out 24 hours per day for emergencies. May work varied shifts including nights, weekends and holidays. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous waste and infected body fluids.

Personal Contacts: Frequent contact with the public, often under stressful circumstances, supervisor and co-workers.

Supervision Received: General direction by the Chief of Police.

Essential Functions: Position requires the ability to communicate both orally and in writing, prepare reports, know and apply laws and regulations, apprehend and control dangerous persons, use firearms effectively, walk over rugged terrain, lift heavy objects, observe and participate in critical circumstances, perform limited medical procedures, drive a patrol vehicle and operate police investigative equipment. Must meet the physical requirement of the Police Officer Standards and Training Standards.

AREAS OF JOB ACCOUNTABLE AND PERFORMANCE:

- Patrols assigned areas in a police car or on foot.
- Detects, apprehends and arrest law violators, often under hostile circumstances involving violent or unstable individuals.
- Serves arrest warrants and other legal papers.
- Responds to and investigates citizen complaints, disturbances and vehicular accidents.
- Investigate felonies and performs drug and alcohol tests and safeguards test results and evidence.
- Monitors and directs traffic and issues citations for violations.
- Transports prisoners.
- Prepares reports and protects confidentiality of police records.

- Performs crowd control and assists ambulance, fire personnel, and city crews as necessary.
- Cooperates with and assists federal, state and local law enforcement agencies.
- Performs related police and administrative duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires a working knowledge of criminal codes, state statutes and local ordinances as they relate to local jurisdiction and of traffic rules and regulations; arrest techniques; the use of firearms and other law enforcement equipment; criminal investigative methods and procedures; and crowd control and confrontation management techniques. Excellent customer service skills. Basic mathematical principles.

SKILLS & ABILITIES: This position requires skills in the use and maintenance of firearms and related police equipment; driving a patrol vehicle safely in hazardous conditions; and self-defense. Requires strong interpersonal and verbal communication skills. This position requires the ability to use firearms safely and effectively; make sound decisions under stress; perform law enforcement duties effectively in stressful situations; make arrests of hostile or dangerous individuals; conduct investigations; communicate effectively orally and in writing; establish effective working relationships with supervisors, fellow employees and the general public. Ability to interpret and follow policies and procedures. Observe and recollect details accurately. Exercise sound and professional judgement. Establish, maintain, and foster credibility and trust in the course of work.

EDUCATION & EXPERIENCE:

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A High School Diploma or GED certificate.
- MLEA P.O.S.T. Basic course certification within 12 months of hire is required.
- One year experience as a sworn police patrol officer, or completion of the MLEA Basic or equivalent course.
- Must possess a valid Montana Driver's License or obtain one within six months of hire.

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