



The Conley Group, Inc.
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Des Moines, Iowa 50322
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AN OFFICIAL ANNOUNCEMENT

The Selection Board of The Conley Group, Inc. hereby announces an opening for the position of **Security Supervisor** at the **Security Corporal** level. Any person desiring to be considered as a candidate for this position should forward a comprehensive résumé, including both personal and professional references, as well as salary history, to:

The Conley Group, Inc.
ATTN: Vice President of Administration
2867 – 104th Street
Des Moines, Iowa 50322

All résumés should be mailed or hand delivered. No résumés will be accepted via e-mail or facsimile. Those individuals who are considered as viable candidates for this position will be personally contacted by a management representative. Because the entire selection process will likely span several weeks, candidates should be patient with the selection process. All interested candidates should submit their résumé as soon as possible.

This is a salaried supervisory position with a starting salary of \$35,000.00 per year for Corporal. As is noted in the salary chart below, the current starting salary for a Sergeant is \$36,875 per year and the top pay for a person in the rank of Master Sergeant is currently \$43,200.00 per year. A full benefit package and bonuses are provided in addition to these following base salary amounts:

<u>Rank</u>	<u>Current Salary Range</u>
<u>Corporal (E-4)</u>	<u>\$35,000 – \$36,100</u>
<u>Sergeant (E-5)</u>	<u>\$36,875 – \$38,210</u>
<u>Staff Sergeant (E-6)</u>	<u>\$38,600 – \$39,335</u>
<u>Command Sergeant (E-7)</u>	<u>\$39,750 – \$40,600</u>
<u>Master Sergeant (E-8)</u>	<u>\$41,000 – \$43,200</u>

Candidates whose names are placed on the certification list will be selected to fill existing vacancies. While there is no further testing process required for promotion to the ranks of Sergeant through Master Sergeant, candidates for those positions must demonstrate sustained administrative and operational competency as a Corporal before they will be considered for promotion to Sergeant and higher ranks.

Any person who is qualified and who may be considering submitting a letter of interest and competing in the selection process should be aware that the position of supervisor in our company is challenging and will require a significant investment of time and energy on the part of the successful candidate. Therefore, while this is certainly a career path position that is both professionally and financially rewarding, it also requires an extraordinary level of commitment. Any candidate who cannot or will not bring this level of commitment and energy to this position should not apply for consideration. A routine work week will average 50 hours, and will likely encompass working at various times, including during the day, evening, nighttime, and on weekends.

Eligibility Requirements: This position is open to all company employees who are permanently employed in the position of Senior Security Officer, Security Officer I or Security Officer II, and have been employed in good standing in that capacity for a period of not less than six (6) consecutive months immediately preceding the selection process commencement date. Persons who are not present employees are also eligible and encouraged to apply for this supervisory position provided all the following minimum requirements are met:

- Meet or exceed all company qualifications for employment.
- Possess or be able to obtain an Iowa Professional Weapons Permit.
- Own, or be able to obtain, an acceptable duty handgun, duty belt and accessories. Acceptable duty handguns are defined as revolvers of either a .38 or a .357 caliber, or a semi-automatic handguns that can range from a 9MM to a .45 caliber.
- Be able to be licensed as a Private Security I.D. cardholder by the Iowa Department of Public Safety.
- Have earned an Associate's Degree in a related discipline from a U.S. regionally accredited college or university and have had at least two years of successful management or supervisory experience in the private sector. Transcripts must be mailed directly to our corporate office by the college or university where the degree was received.

Duties and Responsibilities: Under the general guidelines of a supervisory officer, a Corporal is responsible and accountable for the supervision of subordinates; conducts all phases of personnel functions in the command; establishes and maintains positive public safety relations; instructs and counsels subordinates in the performance of their duties; is responsible for subordinates' appearance, punctuality, attendance, productivity, good order and discipline; maintains regular contact with employees and customers; supervises security activities at the operational level and evaluates the quality of subordinates' performance; provides marketing and sales assistance to management; keeps current and maintains accurately, all required command records; performs all additional functions prescribed for the rank by regulations and procedures, orders or directives of company employees who are senior in rank; and performs special duties or assignments as directed by the Chief of Security or his authorized representatives, at his discretion.

Examples of Typical Tasks: Supervises subordinates; patrols command area to observe current conditions and performance level of subordinates; conducts investigations and prepares replies in connection with official communications; resolves problems with customers of the company; maintains close contact with current customer representatives; screens, interviews, hires, orients, and trains new employees; reviews and completes reports of incidents and condition of the command; performs regular and exception employee scheduling functions; responds to and supervises subordinates at the scene of major or significant calls for service; prepares and discusses performance evaluations for subordinates in the command; counsels individuals in the command for work related problems including absenteeism, tardiness, productivity, performance and appearance; takes appropriate disciplinary action, up to and including suspension, for infractions committed by subordinates; provides on the job training and counseling to correct and improve subordinates' performance until an acceptable level of job performance is achieved; performs inspections and audits of all assigned records in the command and assesses overall attitude and morale as they relate to the command.

Method of Assessment: Our assessment process for supervisors and managers involves candidates completing a series of written employment profile assessments. Those who achieve acceptable scores on the profile assessments will be notified to attend a board interview with members of our management team. The individuals who successfully complete the board interview process will be considered eligible and will be placed on the promotion eligibility list.

Method of Selection: After all phases of the testing and interview process are completed, the Promotion Selection Board will certify a list of eligible candidates. The Chief of Security will fill open positions from the names on that list. Once certified, the list will remain current for a period not to exceed six months or when the list becomes exhausted, whichever comes first.

Requirements of Selection: Any candidate who is not an existing employee, and who is selected as a Security Supervisor, will be required to complete the Certified Protection Officer (CPO) certification within three months of employment, and become Certified in Security Supervision and Management (CSSM) within nine months of the employment date. Current employees who are promoted to Security Supervisor are required to have successfully completed their CPO certification at the time of selection and are required to attain their CSSM certification within six months of their promotion date. Failure to complete required certifications in the required period of time may result in employees being demoted to their previous rank and anyone hired will be terminated from employment.

Candidates should be aware that it is the objective of company leadership to tender a selection/promotion offer to persons who are interested in a career with our company. We are highly uninterested in anyone who might be seeking a position with our company for any period other than long term.

NOTE: This announcement will remain in effect until all positions are filled or is otherwise cancelled.

*****Nothing Follows*****