

## **City of Jonesboro**

### **JOB DESCRIPTION**

**Close Date : January 6, 2015**

POSITION: Certified Police Officer

REPORTS TO: Sergeant and/or Chief of Police

OVERVIEW: This is an entry level position which works under the general supervision of a Sergeant (Shift Commander). Officer's performs a wide range of duties to promote public safety and security, crime prevention and general enforcement of the law. This position contributes to the safety and well-being of area citizens and their property. Duties are performed under general supervision. Officers are required to work 12 hour shifts and the shifts are non-rotating. Upon successful completion of six months' probation officers are granted a take home vehicle which is permanently assigned to the officer.

Rate of Pay: \$16.90 per hour

### **EDUCATION & DIRECTLY APPLICABLE EXPERIENCE**

- High School diploma or GED
- Must be at least 21 years of age.
- Must have a Georgia Peace Officer Standard Training Certification and be recertified annually.
- Must be able to successfully complete a Civil Service written examinations, background investigation, and oral examination, graph examinations, and drug screening.
- Must be able to successfully complete a standard physical fitness test, medical examination and drug screening, a polygraph examination, and psychological testing.
- Must be certified in the use of firearms.
- Valid Class M Georgia Driver's License.
- Must be of good habits and moral character.
- Must be free of any felony convictions or sufficient misdemeanor convictions to evidence a pattern.

### **SUPERVISORY CONTROLS**

Due to the nature of the work most decisions must be made by the Officer immediately without the benefit of being able to consult with a supervisor, i.e., whether to arrest, give a warning, shoot or not, impound a vehicle, where to patrol, and which calls need to have a report done. Work begins when an Officer goes on patrol, answers calls from citizens, and investigates accidents or crimes. The supervisor reviews work by checking paperwork for errors and content, monitoring radio traffic calls, and assisting at the scene of major crimes. Consequences of errors may be loss of time, inconvenience to public, lawsuit against the City, injury or possible loss of life.

### **SUPERVISION GIVEN**

This position does not supervise any other positions

## **ESSENTIAL DUTIES**

- Patrols assigned beat using a motor vehicle to control traffic, prevent crime or disturbance of peace, and arrest violators.
- Identifies criminal offenders and criminal activity, and where appropriate apprehends offenders and participates in subsequent court proceedings.
- Answers calls by citizens requesting aid in order to prevent injury, death, and/or damage to property.
- Assists and backs up fellow Officers on dangerous calls.
- Enforces state and local laws by arresting violators who commit misdemeanors and felonies.
- Appears in city, state, and federal courts as a witness or to defend charges as appropriate.
- Engages in traffic control activities which includes responding to traffic accidents; issuing traffic and parking citations; directing and re-routing traffic around disruptions; assisting persons stranded on public roadways; and clearing and reporting street hazards.
- Maintains records and writes reports relative to shift activities and performance.
- Participates in job related training activities.
- May participate in apprehension and detection activities which includes interviewing victims, witnesses, and other involved parties; collecting evidence; identifying suspects through composites, photos, and line-ups; communicating with other agencies to obtain additional evidence; and documenting actions with daily reports.
- May participate in surveillance, undercover, and observation of unlawful activities.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of City Ordinances and Georgia criminal and traffic laws.
- Extensive knowledge of firearms and dangerous weapons, emergency driving, and physical restraint techniques.
- Knowledge of criminal and accident investigation techniques.
- Knowledge of the geographic area of the City.
- Knowledge of arrest and bonding procedures.
- Skill in the use of firearms, automobiles, radio equipment, and defensive weapons.
- Skill in oral communication.
- Skill in the detection of criminals and criminal activity.
- Ability to work with and for the general public.
- Ability to operate NCIC/GCIC computer.
- Ability to use sufficient physical force to apprehend violators.
- Ability to remain calm in stressful situations.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to prepare accurate and concise reports.
- Ability to remember detail of observation.
- Ability to perform work requiring good physical condition.

## **ADDITIONAL JOB FUNCTIONS**

- Familiarizes self with the beat and persons living or businesses operating in the area.
- Inspects departmental vehicles and equipment used, and gets repaired or obtains a replacement when it's defective.
- Performs other related duties as required.

## **SPECIAL SKILLS REQUIRED**

- Exceptional organizational skills
- Ability to multi-task
- Flexibility
- Ability to interact successfully with a variety of audiences.

## **PHYSICAL REQUIREMENTS**

Employee works mostly outside in all kinds of weather. Stress is caused by non-standard working days with little time off due to a lack of adequate amount of personnel. Work involves recurring exposure to potentially dangerous situations involving law offenders and the use of firearms which could result in injury or possible loss of life. There is also pressure to know a vast amount of information in order to make split second decisions when handling these dangerous situations.

To apply you may obtain an application from the City of Jonesboro City Hall located at 124 North Avenue Jonesboro, Georgia or contact the Ricky Clark, City Clerk at [rclark@jonesboroga.com](mailto:rclark@jonesboroga.com).

**The City of Jonesboro is an Equal Opportunity Employer**