

Job Title: Patrol Officer

Department: Police

FLSA Status: Exempt

Reports To: Police Chief

Classification:Part-Time

SUMMARY: The Patrolman is responsible for serving the public by enforcing state and federal laws and local ordinances.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The below requirements are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enforces all state and city laws and local ordinances within the Irwinton city limits.

Ensure the safe and efficient movement of traffic throughout the city, and provide assistance to motorists as necessary.

Responds to calls of distress and reports of crime as a first responder, and assists fire and emergency medical staff as necessary.

Patrols the City of Irwinton as an active and visible presence in the community.

Issues citations as necessary to ensure the safety and security of people and property located within the Irwinton city limits.

Makes arrests as necessary and transports arrestees in accordance with city and county procedures.

Prepares and files officer reports and other related records.

Assists with crime scene investigations as needed. Serves warrants, subpoenas, and other legal documents as required.

Testifies in court as may be required by a particular case.

Provides assistance to other law enforcement agencies as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Patrolman must be knowledgeable of the following principles, procedures, and concepts:

Knowledge of federal and state laws and local ordinances, criminal and traffic laws, and department policies and procedures.

Knowledge of the boundaries and geography of Irwinton.

Knowledge of first-aid and CPR techniques.

Knowledge of law enforcement administration, corrections practices, and civil and criminal justice system

processes.

Skill in the use of firearms, restraint equipment, and other standard and specialized equipment.

Skill in the use of radio/communications equipment.

Skill in obtaining and preserving evidence.

Skill in operating emergency vehicles.

Skill in conflict resolution.

Skill in the use of general office equipment such as a computer, calculator, and copier.

Skill in planning, organizing, and decision making.

Skill in oral and written communication.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Patrolman should possess, at a minimum, a High School Diploma or GED; and one (1) year of related law enforcement experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Georgia Motor Vehicle Operator's License.

Ability to meet and maintain current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Must be fingerprinted, pass a polygraph test and pass a background investigation.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL: The Patrolman is required to travel frequently throughout Irwinton.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS: Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS: Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. The Patrolman typically communicates with co-workers, other employees, judges, attorneys, district attorneys, assistant district attorneys, probation officers, elected officials, law enforcement officers from federal, state, local agencies, and the general public.

REASONING ABILITY: Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed while sitting, standing, walking, bending, crouching, and stooping. The employee must frequently lift light objects, occasionally lift objects weighing up to 50 pounds, and use tools and equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, grease, smoke, fumes, irritating chemicals, and inclement weather. The work requires the use of protective devices, and involves traveling at moderate- to-high speeds. The employee may be required to work beyond normal hours during inclement weather or other emergencies.

Hiring Range: \$13.50-\$17.00 per hour

Please submit resume and cover letter to: City of Irwinton/PO Box 359/Irwinton, GA 31042