



CITY OF JASPER JOB DESCRIPTION

**www.jasper-ga.us
Stacy Johnson**

**PLEASE REMIT A COMPLETED APPLICATION, RESUME, AND COVER LETTER
TO HR-HUMAN RESOURCES AT SJOHNSON@JASPER-GA.US**

A. IDENTIFICATION INFORMATION

- 1. Job Title: MANDATED POLICE OFFICER**
- 2. Department: Police** **Division: N/A**
- 3. FLSA Classification: Non-Exempt** **Pay Grade:**
- 4. B. INTRODUCTORY STATEMENT**

This position is responsible for patrolling within the city limits to control traffic, prevent crimes and arrest violators.

C. ESSENTIAL JOB FUNCTIONS

1. Conducts preventive patrol including making person and property inquiries and inspections focused on preventing crimes and accidents, maintaining public order and discovering hazards.
2. Responds to calls relayed by communication officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing person searches, public service duties, stranded motorist and any other incidents that may come into the communications center.
3. Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses; gathering information and evidence; securing crime scenes.
4. Writes and files reports on completed cases; details witness testimony and occurrence of events; describes actions taken and results obtained.
5. Apprehends, arrests, transports and processes offenders.
6. Provides assistance and back-up to other officers and agencies if necessary.
7. Directs and controls traffic.
8. Issues written citations for traffic and other minor violations.
9. Operates police communication and computer equipment to obtain, disseminate and report information.
10. Inspects and maintains assigned patrol car and uniform.
11. Helps with patrol of special events.
12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of local ordinances and relevant state and federal laws.
 2. Knowledge of criminal justice system.

3. Knowledge of crime scene processing and evidence collection methods.
 4. Knowledge of criminal and motor vehicle laws.
 5. Skill in the use of computers and job-related software programs.
 6. Skill in the preparation of clear and precise administrative reports.
 7. Skill in analyzing, decision making and problem solving.
 8. Skill in the use and care of firearms and other standard and specialized equipment.
 9. Skill in public relations.
 10. Skill in interpersonal relations.
 11. Skill in oral and written communication.
2. Responsibility
 - a. This position has no supervisory responsibility.
 3. Personal Work Relationships
 - a. Contacts are typically with department personnel, other city employees, court personnel, judges, attorneys, victims, witnesses, suspects and representatives of other law enforcement agencies.
 - b. Contacts are typically to give or exchange information, settle matters, resolve problems and provide services.
 4. Physical Effort and Work Environment
 - a. The work is typically performed while sitting at a desk or table or while driving, intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
 - b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.
 5. Guidelines
 - a. Guidelines include department policies and procedures, federal and state laws, court rules, city ordinances and ethics guidelines. These guidelines require judgment, selection and interpretation in application.
 6. Complexity and Scope of Work
 - a. The work consists of varied administrative, investigative, law enforcement and technical duties. The broad range of decision-making activities required contributes to the complexity of the work.
 - b. The purpose of this position is to provide police services to the citizens of the city. Successful performance helps ensure the efficient and effective enforcement of laws and the safety of life and property.
 7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship or internship or having had a similar position for one to two years.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The Chief of Police assigns work in terms of department goals and objectives. The Chief reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Officer with the City of Jasper.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date