



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. Possession of the Georgia Basic Law Enforcement certification and be able to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

- b. 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.
- c. 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.
- d. Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia.

8. Supervisory Controls

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

In accordance with City of Jasper's Substance Abuse Policy all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**E. APPROVAL SIGNATURES**

I have received a copy of this job description for the position that I will be performing for the City of Jasper. I understand that it is my responsibility to familiarize myself with the information provided and agree to perform these job duties to the best of my ability and for the annual salary that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

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Employee (print)

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Employee (signature) Date

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Department Head (print)

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Department Head (signature) Date

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City Manager (print)

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City Manager (signature) Date