

*****JOB ANNOUNCEMENT*****

Job Title: Police Officer

Department: Police Dept.

Shift: Rotating

Classification: Hourly, Non-Exempt, Grade 6

Announcement No.: 21-18

Announcement Date: October 15, 2021

Closing Date: When Position is Filled

Nature of Work

The incumbent of this position is responsible for the protection of life and property through the enforcement of Federal, State, and City laws and ordinances. Following proper police protocol, this position is responsible for, but not limited to, patrolling, surveillance, traffic control, apprehension of law violators, public relations, preservation of peace and public order, repress and prevent crime, and preparing related paperwork and reports. Every Police Officer, regardless of assignment such as Ordinance Enforcement, School Resource Officer, Park Ranger, or K-9 Officer shall abide by the job description set in place for each titled position, as this will ultimately remain the primary function of the aforementioned titles. Work is performed under the supervision of the shift Lieutenant/Sergeant.

Essential Functions

- Protects lives and property through the enforcement of laws and ordinances; patrols a designated area of City on foot or in a radio equipped car to preserve law and order and provide routine preventive patrol in residential and business areas; provides security at school events and civic functions.
- Responds to a wide variety of calls and complaints relayed by dispatcher, both routine and emergency including domestic disputes, burglaries, traffic accidents, assaults, shootings, murders, and other misdemeanors and felonies; responds to emergency alarms; responds to fire calls and assist rescue personal; directs traffic during civic functions, funeral processions, roadway hazards, etc.; assist stranded motorist and administers first aid when needed.
- Conducts preliminary investigations, gathers evidence, obtains witnesses; makes arrest, transport prisoners to jail, and process offenders; performs investigation to help determine cause of accident.
- Issues civil or legal documents such as traffic citations; serves legal documents such as subpoenas and warrants; prepares detailed Incident/Accident investigation reports, wreck reports, and arrest reports; maintain required records of activities and events while on duty.
- Give recommendations, as well as general information, to public on laws and ordinances relating to home or business security, child safety, neighborhood watches, etc.

- Required to testify and present evidence in court proceedings when necessary.
- Operates a variety of equipment used in police work including Breathalyzer machine, mobile or base two-way radio, traffic radar unit, Taser, computers and other related or assigned equipment.
- Must keep shift Sergeant/Lieutenant and other supervisors informed of work conditions, needs, and critical situations related to daily work, objective, and goals of the department.
- Attends in-service training, and technical or professional classes or seminars to maintain required certification or improve technical or professional skills.
- Performs other related work as assigned or required.

Knowledge, Skills, and Abilities

- Working knowledge of modern police operations, principles, practices, and procedures with the ability to apply this knowledge to specific situations.
- Working knowledge of federal, state, and local laws as they pertain to law enforcement; knowledge of department SOG's, rules, and regulations.
- Knowledge of geography of the City or ability to acquire this knowledge.
- Proficient skill in the use and care of firearms, Taser, Draeger, NCIC, self-defense, PBT, chemical sprays, vehicles, and other related police equipment.
- Skill in the operation of computer and applicable software applications.
- Ability to establish and maintain effective working relationship with supervisors, co-workers, subordinates, outside agencies, general public, and those in contact in course of work.
- Ability to enforce law fairly and impartially with tact and courtesy, or firmness if necessary.
- Ability to communicate effectively, both orally and in writing; ability to prepare clear and concise reports.
- Ability to perform duties requiring physical endurance and agility frequently under adverse and dangerous conditions; ability to perform all essential job functions.
- Ability to react quickly and calmly in emergency situations; ability to analyze situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and conditions.
- Ability to work flexible hours.
- Ability to maintain physical requirements as specified by department policy.
- Ability to exhibit professionalism at all times

Minimum Qualifications:

- Graduation from an accredited high school or G.E.D. equivalent.
- Must be at least 21 years of age at time of appointment.
- Must possess a valid unrestricted Driver's License with a driving record suitable for insurability.
- Must possess a State of AL Peace Officers Law Enforcement Certification or obtain a lateral academy (APOST) certification at the earliest opportunity or must

- successfully complete police academy minimum certification within a specified time from date of appointment.
- Must be able to work flexible hours.

Necessary Special Requirements

- Must present good evidence of good moral character as attested by background investigation
- Willing to wear appropriate uniforms and safety equipment.

Application Process:

Applications may be obtained from the City of Guntersville Personnel Office at 341 Gunter Ave., Guntersville, AL or visit our website at www.guntersvilleal.org. Completed applications for qualified applicants should be returned to the Personnel Department. Applications will be accepted until position is filled.

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EQUAL OPPORTUNITY EMPLOYER
WE PARTICIPATE IN E-VERIFY

Date Posting Removed _____