



Job Vacancy

Class Title:	Police Officer - Task Force Officer (certified)
Salary:	\$25.28 - \$34.48 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

This is general law enforcement work; responsible for protecting life and property and enforcing laws and ordinances. This work involves personal danger, independent judgment, and discretion in difficult or unusual situations. Duties include routine patrol work and responding to emergency calls, citizen complaints, and alarms. Work also involves educating the public on basic safety and crime prevention. Work while detached from the police department and assigned to a host agency. Responsible for investigating criminal acts as assigned by the host agency, managing confidential informants, and preparing and executing seizure and condemnation filings through the appropriate court system, as well as any other duties assigned by the host agency.

ESSENTIAL FUNCTIONS

Patrols the City to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity, patrols for suspicious persons or vehicles.

Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.

Responds to calls for assistance such as domestic disputes, burglaries, auto accidents, assaults, and other complaints of crimes.

Enforces Federal, State, and Local laws by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary; protects the civil rights of persons in custody.

Investigates traffic accidents by establishing point of impact, interviewing witnesses, and collecting, preserving, and packaging evidence; detects drunk drivers and performs sobriety evaluations; books DUI suspects.

Serves as first responder to provide aid and assistance to victims of traffic and other accidents, assists fire and emergency medical services in treating and transporting victims.

Prepares and maintains a wide variety of departmental records in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports.

Gives advice on laws, ordinances, and general information to the public; renders advice on domestic disturbances and assists citizens in need.

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Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.

Coordinates activities and exchanges information with officers in other law enforcement agencies as necessary.

Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.

Maintains order in crowds and provides security for other public gatherings.

Assists stranded motorists, directs traffic when necessary; escorts special processions; transports prisoners to jail.

Participates in departmental training programs.

Serves and executes criminal and traffic warrants on felony and misdemeanor suspects.

May serve in a variety of duty assignments including K-9, Community Outreach, Station Duty, bicycle patrol, Special Response Team, or investigations.

May serve in an undercover capacity and assist in search and arrest warrant operations.

Complete any interviews with the host agency.

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local government operations, policies and plans, and modern office practices and procedures.

Knowledge of Microsoft Word, Excel, PowerPoint, and other similar programs.

Knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, civil process, serving papers, pursuit, and arrest.

Knowledge of law enforcement principles, practices, methods and equipment.

Knowledge of scientific crime detection and criminal identification.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in collaborative conflict resolution.

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Ability to learn detailed legalistic steps involved in various civil processes including writs of execution and evictions.

Ability to act with sound judgment in routine and emergency situations.
Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Ability to meet and deal with employees and the public in an effective and courteous manner.

Ability to get along with others, and work effectively with the public and co-workers.

Ability to multi-task and work within deadlines.

Ability to deal with confidential and sensitive matters.

Ability to use computers for data entry, word processing, and accounting purposes.

Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS

High school diploma or GED

Must possess and maintain a valid State of Georgia driver's license and a satisfactory MVR

Must possess and maintain Georgia POST Peace Officer Certification. The Georgia POST Peace Officer Certification must be in good standing.

Must have a minimum of five (5) years of experience as a certified peace officer.

Must be able to work flexible hours; however, the work hours are typically evenings and nights.

PHYSICAL DEMANDS

The work is typically performed with intermittent sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

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WORK ENVIRONMENT

The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.