

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

Job Title: **Police Officer**

Department: **Police Dept.**

Shift: **Rotating**

Classification: **Hourly, Non-Exempt**

Announcement No.: **18-20**

Announcement Date: **August 28, 2018**

Closing Date: **Until Position is Filled**

The City of Guntersville currently has an opening for a Certified Police Officer or Non-Certified Police Officer. The primary duties and responsibilities for this position include, but are not limited to the following:

Essential Functions:

Protect lives and property through the enforcement of laws and ordinances. Patrols a designated area of the city on foot or in a radio equipped car to preserve law and order. Answers call and complaints and responds to fires, automobile accidents, robberies, and other misdemeanors and felonies. Investigates criminal and civil complaints and attempts to make a proper disposition or directs them to the proper authorities. Administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, makes arrest and takes prisoners to jail. Operates a variety of equipment used in police work including Breathalyzer machine, mobile or base two-way radio, traffic radar unit, computers and other related or assigned equipment. Performs related accident investigation, interviews witnesses, gathers information, performs investigation to help determine the cause of accident, and prepares detailed accident investigation report; makes arrest and transport prisoners to jail; testify as a witness in court when necessary. Maintains required records and reports of activities and events while on duty. Give advice on laws and ordinance as well as general information to the public in a general forum, special event, or individual.

Specific Knowledge, Skills and Abilities:

Knowledge of modern police operations, principles, practices, and procedures and have the ability to apply this knowledge to specific situations. Knowledge of federal, state, and local laws as they pertain to law enforcement. Knowledge of pertinent laws and ordinances, department rules and regulations, and ability to enforce them impartially and professionally. Knowledge of the geography of the city or ability to acquire this knowledge. Ability to establish effective working relationship with supervisors, peers, outside agencies, and the general public. Ability to enforce the law fairly and impartially with tact and courtesy or firmness necessary. Ability to use a computer and computer programs necessary for job performance. 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 react quickly and calmly in emergencies. Ability to analyze

situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and conditions. Ability to have and maintain physical requirements as specified by department policy. Ability to exhibit professionalism at all times. Skill in the use and care of firearms, vehicles, and other assigned police equipment.

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.
- Non-certified applicants must successfully complete, with passing score, the ACTS WorkKeys Assessment Basic Agility Test (BAT) unless the applicant possess an Associates Degree or higher from an accredited SACS college/university.
- 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.
- Must present good evidence of good moral character as attested by background investigation
- Willing to wear appropriate uniforms and safety equipment.
- Willing to participate in continuing educational activities to acquire and maintain credentials.

Necessary Special Requirements:

All applicants should be prepared to complete the Alabama Peace Officers Standards & Training Commissions' Ability and Agility Course. Completion of the standard course will be mandatory to continue to the next phase of the process for ALL applicants.

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 Ms. Renea Bradley Rowan, Personnel Director. Applications will be accepted **until position is filled.**

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WE PARTICIPATE IN E-VERIFY