

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Full time Police Officer

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website cityofportstjoe.com. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The position will close on September 8, 2017. The entry level salary for a Police Officer will be \$15.50 per hour not including benefits. The City of Port St. Joe is an Equal Opportunity / Affirmative Action Employer and a Drug Free Workplace.

Run in Star 8/10/17 and 8/24/17

CITY OF PORT ST. JOE

JOB DESCRIPTION

POLICE OFFICER

DEPARTMENT: Police
REPORTS TO: Chief of Police & Sergeant

GENERAL DESCRIPTION

Patrols assigned area of city in patrol car or on foot to control traffic, prevent crime or disturbance of peace, and arrest violators by performing the following duties.

ESSENTIAL JOB FUNCTIONS

1. Familiarizes self with all areas of the City and with persons living within the City.
2. Notes suspicious persons and establishments and reports to supervisor. Report hazards.
3. Disperses unruly crowds at public gatherings.
4. Renders first aid at accidents and investigates causes and results of accidents and files appropriate documentation.
5. Directs and/or re-routes traffic around fires or other emergency areas.
6. Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
7. Detains or arrests persons found in violation of applicable statutes, ordinances, etc.
8. Issues traffic citations to violators.
9. Assists other law enforcement agencies in performance of their duties.
10. Assists the investigators in the performance of their duties, i.e.: secures crime scene, interviews witnesses/victims and files reports.
11. Writes and files daily activity report with supervisor.
12. Operates a patrol car in performance of assigned duties.
13. Notifies appropriate department of location of problems within city, i.e.: Public Works.

(These essential job functions are not to be construed statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless assigned by the Chief of Police on a temporary basis.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

A certificate of satisfactory completion from a college or technical school in law enforcement, proof of a passing score on the state certification exam, preference will be given to applicants with 1 year related experience, and a current certification issued by the Florida Department of Law Enforcement (FDLE). Must have a valid driver's license issued by the state of Florida.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of Citizens or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.