

JOB NOTICE

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

Full time Police Sergeant

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 18, 2018. The pay range salary for a Police Sergeant will be \$18 to \$24 for an 84 hour bi-weekly pay cycle that does not include benefits, holiday or overtime pay. The City of Port St. Joe is an Equal Opportunity / Affirmative Action Employer and a Drug Free Workplace.

Run in Star 8/9/18 and 8/16/18

CITY OF PORT ST. JOE

JOB DESCRIPTION

POLICE SERGEANT

DEPARTMENT: Police
REPORTS TO: Chief of Police

GENERAL DESCRIPTION

Directs and coordinates activities of members of police force assigned to station or patrol division by performing the following duties.

ESSENTIAL JOB FUNCTIONS

1. Conducts roll call of officers at beginning and end of shift.
2. Explains general orders, special messages, and decisions of Police Chief to subordinates.
3. Assigns force members to designated posts.
4. Informs subordinates of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.
5. Submits reports on condition of police station and equipment and on daily precinct or patrol activities to superiors.
6. Investigates charges of inefficiency or neglect of duty against force members and files charges based on evidence, and under the direction of the Chief of Police.
7. Recommends merit awards for subordinates.
8. Investigates charges filed against private citizens by complainants before issuing arrest orders.
9. Reads and forwards reports of subordinates to Police Chief.
10. Reviews activity reports prepared by police personnel for quantity and quality of work performance.
11. Reads and answers police correspondence.
12. Writes and submits police press releases to Lieutenant or Chief.

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

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

LANGUAGE SKILLS

Ability to read the 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 customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

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 sit, use hands to finger/handle/feel, and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must occasionally lift and/or move more than 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; risk of radiation; and vibration. The noise level in the work environment is usually loud.

PREFERENCE

Preference will be given to applicants who:

Possess five (5) years of sworn law enforcement experience

Possess five (5) years as a Certified Field Training Officer (FTO)

Possess Supervisory Law Enforcement Experience

Possess Investigative Experience

Possess specialized skills that meet a need within the department such as CJSTC certified instructor, certified firearms instructor, certified driving instructor, and / or breathalyzer agency inspector.