CITY OF PORT ST. JOE
POLICE DEPARTMENT
NOTICE OF VACANCY
POLICE OFFICER

The City of Port St. Joe Police Department is accepting applications for the position of Police Officer.

The Port St. Joe Police Department is seeking motivated, professional individuals committed to serving the residents, businesses, and visitors of the City of Port St. Joe. Police Officers are responsible for protecting life and property, enforcing federal, state, and local laws, responding to calls for service, conducting investigations, maintaining public safety, and providing professional service to the community.

POSITION INFORMATION

Position: Police Officer
Salary: $49,920.00 – $66,352.00 annually
Work Schedule: Full-Time; shift work, weekends, holidays, and overtime as required
Department: Port St. Joe Police Department
Location: Port St. Joe, Florida

MINIMUM QUALIFICATIONS

- Be at least 21 years of age.
- Possess a valid Florida Driver License.
- Possess a Florida Law Enforcement Officer Certification or be eligible for certification pursuant to Florida law.
- Possess a high school diploma or equivalent.
- Successfully complete a background investigation and all required pre-employment screening.
- Meet all requirements established by the Florida Department of Law Enforcement and applicable Florida law for employment as a law enforcement officer.
- Demonstrate the ability to communicate effectively, exercise sound judgment, maintain professional conduct, and work effectively with the public and other law-enforcement personnel.
- Be physically capable of performing the essential functions of the position.

PREFERRED QUALIFICATIONS

- Prior experience as a sworn law-enforcement officer.
- Current or prior Florida law-enforcement certification.
- Experience in patrol operations, investigations, traffic enforcement, or community policing.
- Specialized law-enforcement training or certifications.
- Military or public-safety experience.
- Demonstrated knowledge of Florida criminal and traffic laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to emergency and non-emergency calls for service.
- Protect life and property.
- Enforce federal, state, and local laws and ordinances.
- Conduct traffic enforcement and traffic investigations.
- Conduct preliminary and follow-up investigations.

- Make arrests and issue criminal and traffic citations when appropriate.
- Prepare accurate reports and maintain required records.
- Collect, preserve, and document evidence.
- Testify in court and other legal proceedings.
- Conduct community-policing activities.
- Assist other law-enforcement agencies and emergency services.
- Operate police vehicles, communications equipment, computers, and other Department equipment.
- Participate in training and maintain required certifications.
- Perform other duties as assigned by the Chief of Police or designated supervisor.

EMPLOYMENT BENEFITS

- Florida Retirement System participation.
- Health insurance.
- Life insurance.
- Paid vacation and sick leave.
- Paid holidays.
- Training and professional development opportunities.
- Uniform and equipment provisions in accordance with Department policy.
- Opportunities for specialized assignments and advancement.

APPLICATION PROCESS

Interested applicants should submit a completed City of Port St. Joe employment application, resume, copies of applicable certifications, and any other supporting documentation to:

City of Port St. Joe
Human Resources / City Clerk
Port St. Joe, Florida

Applications will be accepted until the position is filled.

The City of Port St. Joe is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.

The City of Port St. Joe reserves the right to reject any or all applications and to select the applicant it determines best meets the needs of the City and Police Department.