



CITY OF WALHALLA POSITION DESCRIPTION POLICE OFFICER

STARTING SALARY \$49,158 (Certified); \$44,444 (Uncertified)

GENERAL PURPOSE

Under immediate supervision, performs a variety of patrol and emergency response duties to include but limited to enforce all local, federal, and state laws relating to the public's safety and welfare in the city of Walhalla. Conduct vehicular patrols in designated city areas, maintain contact with citizens regarding potential law enforcement problems in the neighborhood, and respond to emergency service calls.

SUPERVISION RECEIVED

Direct supervision is received from the Patrol Shift Corporal.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces the laws of the State of South Carolina, municipal codes of the City of Walhalla, and federal laws as apply.

Patrols assigned areas within jurisdiction and responds to calls for service, conduct proactive traffic law enforcement and complete all required paperwork.

Investigates crimes within the city to include but not limited to: issuing citations, obtaining arrest warrants, obtaining search warrants, attending court, and performing related law enforcement work as required.

Receive and respond to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Operate and maintain city owned equipment and vehicles according to SCCJA guidelines and all city and departmental policy.

Prepare for and attend court hearings, including the prosecution and testimony in court hearings and trials.

Follows department and city policies and procedures, as well as state and federal regulations.

Perform independently, in the absence of higher-ranking officers.

This job description and the enumerated Essential Duties are intended to provide general guidelines for

job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

PERIPHERAL DUTIES

Subject to overtime and on-call, as necessary.

Community outreach and public relations.

Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc.

Performs related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Must be a minimum of 21 years of age

High school diploma or GED equivalent

Possess a valid SC driver's license.

Class 1 certified through SCCJA (certified); or

Have the ability to complete SCCJA Basic Law to become Class 1 certified (uncertified).

Must be physically able to operate various machines and equipment, including office equipment, law enforcement equipment, tools, safety equipment, firearms, communications equipment, etc.

Must be physically able to exert up to one hundred pounds of force occasionally and frequently to lift, carry, push, pull, or otherwise move objects.

Preferred Education, Experience and Credentials:

Bi-lingual not required but is preferred.

Necessary Knowledge, Skills and Abilities:

Possess temperament, good judgement, positive attitude and excellent human relation skills with the ability to communicate effectively with coworkers, management and the public.

Ability to quickly and prudently respond in life threatening situations, taking in account a wide variety of factors and concerns.

Ability to establish and maintain effective working relationships, communicating in a positive, friendly manner to employees, supervisor, coworkers, customers, public, etc. at all times.

Proficient computer skills with the capacity to promptly learn new computer software programs relevant to the municipality.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Work is performed onsite; must be present at work to perform the essential functions of this job.

TOOLS AND EQUIPMENT USED

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment, such as telephone, copier and fax; operate other specialized equipment in the delivery of department services.

PHYSICAL DEMANDS

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.

Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. May be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet in the office setting to loud at emergency scenes. Work is performed in emergency and stressful situations.

Work may be performed under adverse conditions involving personal danger, confined spaces, high stress and exposure to all types of weather conditions and hazardous environments while rendering emergency assistance or delivering department services. Errors could result in delayed or reduced levels of service, poor public relations and loss of property and life.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.