

City of Pell City

1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

Post date: August 1, 2016

POSITION TITLE: Patrolman (Full-time & Part-time)

ANTICIPATED START DATE: TBD

SYNOPSIS: See attached job description

QUALIFICATIONS:

- High School or GED. **Required**
- **Must be 19 years of age.**
- **Refer to job description**

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Pay Range \$15.41 – \$17.46

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. **Position(s) to remain open until filled.**
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required and preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA
POLICE DEPARTMENT**

PATROLMAN

JOB DEFINITION

The patrolman provides public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. This position is responsible for law enforcement of city ordinances, and state and federal statutes in the protection of lives and property. The incumbent may assume a leadership role in the absence of higher authority. The patrolman works under general supervision of the assigned police sergeant.

ESSENTIAL FUNCTIONS

- Enforce city ordinances, state and federal statutes, and traffic laws.
- Investigate traffic accidents.
- Conduct preliminary investigations on criminal offenses.
- Direct traffic at civic functions, roadway hazards, etc.
- Assist rescue and fire personnel at routine calls.
- Provide routine preventive patrol at businesses and in residential areas.
- Respond to calls for service, both routine and emergency.
- Unlock vehicles; assist stranded motorists.
- Investigate emergency alarm calls.
- Provide security at school events and civic functions.
- Make recommendations to citizens regarding home security, child safety, neighborhood watches, etc.
- Complete booking forms, photographs, and relevant paperwork on all subjects arrested.
- Perform routine tasks as required.
- Perform all other job related duties and tasks as assigned by the police chief or appropriate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the geography of the city and its police jurisdiction and the location of important buildings.
- Considerable knowledge of the rules and regulations of the police department.
- Considerable knowledge of modern police methods and procedures with application to the policies of the police department.
- Working knowledge of pertinent federal and state laws and of city ordinances of Pell City.
- Skill in the use of firearms.
- Skill to take oral and written statements in investigations.
- Skill to maintain case files for investigations and prepare cases for presentation in courts of law.
- Ability to understand and carry out both oral and written instructions and the ability to write and give oral instructions.
- Ability to deal firmly and tactfully with other employees and the public.

Approved: 5/22/14

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to maintain a required level of physical fitness in order to perform police duties.

QUALIFICATIONS

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must obtain APOSTC certification in time frame allowed by Alabama State Law.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education courses and workshops as required.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills to perform the essential functions of the position.