

**City of Pell City**  
**1905 1<sup>st</sup> Avenue North**  
**Pell City, AL 35125**  
**205-338-2244**

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**VACANCY NOTICE**

**POSITION TITLE:**                   **Police Officer**  
**JOB STATUS:**                   **Full time**  
**Pay Range 306:**                   **\$45,302.40- \$79,033.19**

**ANTICIPATED START DATE:**   Following successful completion of background check and drug screen

**SYNOPSIS:** The officer 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.

**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 (or obtain within 30 days from date of hire) 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.

**ESSENTIAL JOB 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.
- 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.

## **BENEFITS AVAILABLE FOR FULL TIME POSITION**

- **\$5,000 signing bonus for Certified Officers**  
(**\$2,500 when hired and \$2,500 when 1 year probation completed**)
- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after successfully completing 1 year probation)
- Direct Deposit
- Paid Holidays

## **APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received at the City Hall. This job will remain open until filled.
2. A complete file consists of:
  - A current City of Pell City employment application
  - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
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3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applications received after the deadline will not be considered.
5. Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.

6. Application forms may be downloaded at our website: [www.Pell-City.com](http://www.Pell-City.com) or City Hall and should be returned to:

City of Pell City  
Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125  
Fax: 800-973-5698

Email: [dchildre@cityofpellcity.net](mailto:dchildre@cityofpellcity.net) or [dhenderson@cityofpellcity.net](mailto:dhenderson@cityofpellcity.net)

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.

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**WEBSITE: [www.Pell-City.com](http://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.