

**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 Corporal**  
**JOB STATUS:**       **Full Time**  
**PAY RANGE:**       **\$47,278.40 - \$82,480.46**

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

**SYNOPSIS:** This is a highly responsible leadership position involving the direct supervision of law enforcement personnel. Under the general supervision of a Police Lieutenant or Police Sergeant, the Corporal performs a wide variety of lead patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations; assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as assigned.

**QUALIFICATIONS:**

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
- Must meet minimum standards as established by Alabama State Law for law enforcement officers;
- Must have qualified training in police administration and modern methods of crime detection;
- Must have extensive experience in law enforcement work;
- 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 hold a CPR certification;
- Must possess computer skills to perform the essential functions of the position.

**ESSENTIAL JOB FUNCTIONS**

- Supervise assigned personnel to include job assignment, safety supervision, inspection of work performed, and vehicle/equipment use and maintenance;
- Assist with assigned personnel evaluations;
- Supervise personnel in field operations or staff services;
- Protect lives and property and supervise department personnel;
- Apply seasoned judgment and law enforcement skill in supervising the assigned staff activities;
- Participate in the more difficult law enforcement and administrative problems; and instruct and brief subordinates in methods;
- Perform work according to established policy, upon general orders received from the Police Chief or assigned Lieutenant/Sergeant;
- Assist in planning and implementation of public relations activities for the department;
- Assist with administration of departmental activities and development of internal policies and controls;
- Assume command of the police operations in the absence of higher authority;
- Assist in the development and/or implementation of new jobs, projects, or functions;
- Perform routine tasks as required;
- Prepare work schedules for assigned personnel;

- Establish and maintain proper performance standards for personnel to include efficiency, discipline, general conduct, and appearance;
- Prepare and supervise the composition of necessary records and reports; review records and reports submitted by subordinates;
- Perform all other job related tasks and duties as assigned by the Police Chief and other higher authority.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of the principles, practices, methods, and equipment employed in modern police operations.
- Extensive knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding all police operations.
- Extensive knowledge of the geography of the city and its police jurisdiction.
- Skill to manage departmental activities and develop departmental goals and plans.
- Skills to plan, organize, assign, direct, and evaluate the work of subordinates.
- Skill to analyze and evaluate situations under extreme duress and direct effective courses of action.
- Ability to promote effective public relations.
- Ability to establish and maintain effective working relationships with other city employees and the general public.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
- Ability to maintain a required level of physical fitness in order to perform police duties.

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

- 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 position 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]
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. Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.

5. 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

Email: [PC\\_HR@cityofpellcity.net](mailto:PC_HR@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.

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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.*