



CITY OF SELMA

INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL POSITION ARE FILLED

FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Position: Police Officer Recruit
Reports to: Lieutenant – Patrol
Subordinate Staff: None
Department: Police Department
Location: 1300 Alabama Avenue, Selma, Alabama 36701
Status: Regular, Full-time
Schedule: Monday – Friday- Weekend and Nights
Rate of Pay: \$12.00 per hour
Internal Contacts: All City Departments
External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Wrecker Services; Alabama Emergency Management Agency (AEMA); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; Department of Homeland Security (DHS); Federal Emergency Management Agency (FEMA); and E-911

Job Summary

Under the direct supervision of a Captain or Lieutenant, the employee is assigned to learn the basic knowledge, skills and abilities that are needed to become a Police Officer. The employee participates in on-the-job training and directed self-study in preparation to attend an approved Alabama Peace Officers' Standards and Training Commission (APOSTC) certification program. The preparatory training includes reading text materials and studying in order to acquire and maintain proficiency in the knowledge, skills and abilities needed to perform the tasks of a Police Officer. Employee receives training in law enforcement skills. Recruit will also assist the Department in normal law enforcement duties but will do so under close supervision. All work is performed under the direct supervision of a Shift Lieutenant or Captain in accordance with well-defined procedures. Upon successful completion of the prescribed APOSTC certification training program, trainee will be eligible to become a probationary Police Officer. This job is an entry-level recruit; certification as a Police Officer is required to remain in this job field. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug checks.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Recruit Activities and Training. Employee attends and participates in Department activities designed to prepare them to attend APOSTC training.

1. Receives practical on-the-job training in the techniques and processes used by police officers in performing various law enforcement activities.
2. Learns basic law enforcement skills by practicing supervised drills, and on-the-job training.
3. Learns about the Department's equipment and how it is operated and maintained; and learns how to use the equipment properly and safely.
4. Learns about some of the selected Department's Rules and Regulations, Standard Operating Procedures (SOPs) and other written guidelines and policies.
5. Actively participates in presentations; does required reading and work as necessary to keep up with the prescribed training.
6. Assists in providing services to the community such as security checks, public education, and other related activities.
7. Responds to emergencies with assigned police officer.
8. Assists in performing basic law enforcement activities.

ESSENTIAL FUNCTION: Security. The employee provides security for buildings, meetings, and events throughout the City.

1. Reports to supervisor for special instructions and an outline of duties to be performed.
2. Assists in providing security for public events within the City's jurisdiction including such events as sporting events, elections, dignitary visits, etc.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Promotes good public relations by addressing citizens' questions and complaints.
2. Assists in school and community functions.
3. Assists stranded motorists; may unlock vehicles as requested.
4. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e., custody, evictions, etc.).
5. Attends training and development programs necessary to maintain personal and departmental requirements.
6. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
7. Participates in safety and educational classes.
8. Maintains physical condition required for performance of duties.
9. Wears required safety and protective devices and equipment according to situation.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of the City, its buildings, and road system.
2. *Knowledge of City, state, and federal law and court procedures.
3. *Knowledge of disaster and emergency procedures.
4. *Knowledge of City and Department rules, regulations, policies, and procedures.
5. *Knowledge of maintenance and use of different types of weapons.
6. *Knowledge of Accident Manual, Alabama Criminal Code, and Alabama motor vehicle laws.
7. *Knowledge of law enforcement procedures and techniques.
8. *Knowledge of all forms and other paperwork required for Patrol Division.
9. *Knowledge of evidence preservation/collection including fingerprinting.
10. *Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.

11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
17. Ability to pursue and detain a fleeing or belligerent individual.
18. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
19. Ability to deal firmly and tactfully with the public.
20. Ability to maintain composure in stressful situations.
21. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
22. Ability to perform work under supervision.
23. Ability to multi-task.
24. Ability to organize files and work assignments.
25. Ability to obtain information through interview and interrogation.
26. Ability to speak clearly and factually in court and other situations.
27. Ability to work outdoors under adverse conditions.
28. Ability to travel on foot for long distances without stopping, ability to run, climb, jump, and crawl.
29. Ability to use a two-way radio.
30. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Must be at least nineteen (19) years of age.
3. Must be U.S. citizen.
4. Possess a current and valid driver's license; must be insurable.
5. Ability to complete and be certified as a Police Officer as required by the Alabama Peace Officers Standards and Training Commission (APOSTC).
6. Ability to pass the APOSTC Basic Ability Test (BAT).
7. Ability to participate in continuing educational activities to acquire and maintain credentials.
8. Ability to wear appropriate uniforms and safety equipment.
9. Ability to work nonstandard hours and emergency call-backs.
10. Ability to travel as required.
11. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack. Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER