

Police Officer

The City of Port Wentworth Police Department is currently accepting application for Police Officer. This is a non-exempt, full-time position with a starting salary of \$52,030.19 along with a generous benefits package. After successfully completing the 6-month probationary work test period the salary will increase to \$53,330.94. Experience, relative certifications, and/or advanced education will be reviewed and may result in pay step increases.

The City of Port Wentworth provides 100% family medical coverage, Vision, and Dental coverage at cost to the employee, 457(B) program, Paid POAB (Police Officer Annuity and Benefit(s)), \$50 night shift differential per shift worked, Longevity pay at \$150 per year up to 25 years and a take home vehicle (20 miles from city limits) once the FTO (Field Training) is successfully completed.

The Port Wentworth Police Department is located at 323 Cantyre Street, Port Wentworth, GA 31407, Phone # (912)-964-4360. If chosen the applicant(s) must submit to an extensive background check, polygraph examination, health/drug screening (hair follicle test).

A City Employment Application with references must be completed and submitted to the Port Wentworth Police Department, Attn: Training and Recruitment Unit, 323 Cantyre Street, Port Wentworth, GA 31407. Applications will be accepted until the position(s) are filled. The City of Port Wentworth is an Equal Opportunity Employer.



Police Officer Police

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JOB SUMMARY

This position is responsible for the enforcement of local, state and federal laws. An incumbent in this position may be designated "Advanced Police Officer."

MAJOR DUTIES

- Patrols the city to detect and deter crime.
- Responds to calls for service.
- Prepares required reports.
- Investigates automobile accidents; prepares accident reports.
- Secures crime scenes and collects evidence.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Transports prisoners to court and other locations.
- Interviews complainants, witnesses, victims, suspects and informants.
- Attends required training sessions.
- Testifies in court.
- Assists in the operations of Municipal Court; provides court security.
- Serves as a K9 Officer as assigned.
- Maintains assigned vehicles and equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of computers and job related software programs.
- Knowledge of federal, state and local laws, departmental policies and procedures, and federal, state and local laws.
- Knowledge of the boundaries and geography of the city.
- Knowledge of criminal investigation methods, practices and equipment.
- Skill in the use of firearms, communications equipment, and other standard and specialized equipment.
- Skill in operating emergency vehicles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures and local, state and federal laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to patrol the city to detect and deter crime and to provide support for other operations of the department. Success in this position contributes to the safety and well being of area citizens and their property.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, perpetrators, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.