

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PART-TIME POLICE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide judicial security, courtroom security and ancillary support services for the Town of Collierville Court operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides security for the Town of Collierville Court; patrols the court room, offices, waiting areas and hallways to visually check or use a magnetometer and/or other machine to screen for weapons, metal, or other prohibited materials; enforces all applicable codes, ordinances, laws, and regulations to protect life and property, prevent crime, and to promote public safety and security; maintains and promotes peace and order in and outside the court room.

Performs public service duties by providing general assistance to the public, such as providing directions, and general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues.

Prepares, maintains, or completes various forms, reports, correspondence, logs, checklists, confidential information files, citations, summonses, warrant requests, pickup slips, affidavits, extradition waiver forms, work injury reports, or other documents.

Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, evidence, criminal history reports, citations, summonses, subpoenas, court dispositions, court records, laws, codes, ordinances, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other standard and specialized machinery, equipment and tools associated with law enforcement as necessary to complete essential functions, to include the use of word processing, database, e-mail, Internet, or other computer programs.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, jail personnel, court officials, attorneys, victims, complainants, prisoners, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May transport prisoners, as necessary.

May perform the duties and responsibilities of a full-time Police Officer as necessary.

May participate in conducting tours of the Police Station to schoolchildren or in other public crime safety education programs.

May attend shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; encouraged to participate in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a High School diploma or GED; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Incumbents must be a citizen of the United States of America. Applicants who are a Veteran must possess an Honorable Discharge and provide a DD214. Must possess upon hire or have possessed the State of Tennessee Police Officer P.O.S.T certification and maintain appropriate certification throughout employment. Must possess and maintain a valid driver's license. Must be in compliance with TCA 38-8-101 and TCA 38-8-106.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds), may occasionally involve heavier objects and materials (up to and possibly exceeding 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate and/or combative customers.

APPROVALS

James Lewellen, Town Administrator

Cindy Greer, Interim Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.