

DATE JUNE 27, 2017

CITY OF UNION CITY, TENNESSEE

NOTICE OF JOB VACANCY


Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a regular employee (full time).

POSITION GS5.31 PATROLMAN

STARTING SALARY RANGE \$ 16.11 - \$ 22.68 / hour

If you are interested in this position, an application must be filed by JULY 10, 2017. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St.

The job description for the above listed position is attached.


Kathy Dillon, City Manager

It is the policy of the City of Union City, Tennessee not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities.

GS 5.31 - POLICE PATROLMAN

DEFINITION

This is skilled work in preventing loss of life and property, not only due to violations of the law, but also, by the proper action deemed necessary by the officer for any immediate situation.

An employee in this class is responsible for properly carrying out assigned duties, as part of a general plan, to prevent violations of the law, keeping observation and patrol, standing ready to apprehend willful violators through use of force or use of investigation, whichever the case may require; is assigned a designated shift, but subject to 24-hour call. A supervisor is continually available, but the employee is expected to utilize increasing initiative as he receives training and experience. Work is supervised and reviewed through the required departmental reports, records, conferences and by observation of daily activities.

SOME TYPICAL DUTIES

1. Patrols an assigned area on foot or in a car; checks doors and windows of buildings; investigates unusual crowds; watches for and makes investigations of wanted and missing persons and property.
2. Visits the scenes of crimes and accidents; searches for and preserves evidence; investigates clues; searches for and apprehends violators.
3. Serves subpoenas and warrants; escorts funerals and persons transporting money; assists children at street crossings.
4. Escorts prisoners to police station; books charges; escorts prisoners to court; testifies and presents evidence in court.
5. Directs traffic at an intersection; enforces traffic laws; and gives information concerning the location of streets, routes and buildings.
6. Takes charge of the jail during a shift; locks up new prisoners; releases authorized persons; serves food at meal times; keeps jail clean and orderly.
7. Checks on operation of taverns, dance halls and other public places for compliance with the law; develops and maintains sources of information.
8. Attends classes and training sessions in police procedures, methods and techniques.
9. Performs any related work as may be required.

RECRUITING REQUIREMENTS
KNOWLEDGE, SKILL AND ABILITY

Knowledge of the street layout, population, traffic, residential and business pattern of the city; knowledge of the function of a modern Police Department, common laws covering traffic and general behavior, with ability to learn applicable laws and procedures; ability to deal courteously and firmly with the public and to understand and carry out oral and written instructions; ability to react quickly and calmly to emergency situations; ability to develop skill in the care and use of firearms, subduing aggressive persons without injury and use of all departmental equipment; ability to obtain a valid operator's license from the State of Tennessee; and ability to qualify under the following restrictions:

Age - Not under 22 years and not over 45 years.

Vision - 20/20 corrected vision

Hearing - Normal hearing in both ears

Health - Freedom from any chronic diseases, organic or functional condition, or physical defects which tend to impair efficient performance of a policeman's duties.

Record - negative criminal record or extensive traffic record

Minimum/maximum weight - Proportion to height as listed in standard medical charts

Provided that, certain restrictions may be waived by the City Manager upon receipt of a written recommendation from the Director of Public Safety and/or Chief of Police pointing out unusual ability and/or experience on the part of the applicant.

EXPERIENCE AND TRAINING

Graduation from a standard high school; and experience in work involving contact with people. Two years of law enforcement experience may compensate for one year of high school.