



FULTON COUNTY / JOB VACANCY 2/3/16
PERSONNEL DEPARTMENT (404-613-6700)
141 PRYOR STREET, SUITE 3030, ATLANTA, GA 30303
COMPETITIVE JOB ANNOUNCEMENT 16-080

POLICE OFFICER I TITLE CODE: 320019

GRADE 15 SALARY RANGE: \$39,682.00-\$59,523.00

CLASSIFIED POSITION

This is a **Work Test** position which requires successful completion of 90 days on the job training before being eligible for appointment to probationary status.

MINIMUM QUALIFICATIONS:

High School diploma or GED required; supplemented by one year of work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required:

Must obtain and maintain Basic Law Enforcement certification. Must possess and maintain a valid Georgia driver's license.

Necessary Special Requirements

Must submit to and pass a psychological profile test. Must successfully pass a physical agility test, polygraph examination, drug test, and background investigation, including, but not limited to the following: (1) criminal history record check; (2) driver history record check; (3) financial/credit check; (4) court check for criminal cases and civil lawsuits; (5) previous employment check; and (6) character and social acquaintances check. Must possess a valid Georgia Driver's License at the time of appointment. Must be at least twenty (20) years of age. Must conform to the following qualifications as required by the Georgia Peace Officer Standards and Training Act: Be a citizen of the United States; Have a high school diploma or its recognized equivalent (G.E.D.). **POST MUST EVALUATE AND APPROVE ALL MILITARY G.E.D. CERTIFICATES;** Not have been convicted by any state or the Federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purposes of this paragraph, violations of traffic laws and other offenses involving the operation of a motor vehicle when the applicant has received a pardon shall not be considered; Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record; Be of good moral character as determined by established standards and procedures; Have an oral interview with the hiring authority or designated representatives] to determine applicant's appearance, background, and ability to communicate; Be found, after examination by a licensed physician of the Fulton County Health and Wellness Department, to be free from any physical, emotional, or mental conditions which might adversely affect exercising the powers or duties of a peace officer; and Successfully complete a job related academy entrance examination provided for and administered by the council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections 35-8-9 and 35.8.11. The council may change or modify such examination and shall establish the criteria for determining satisfactory performance on such examination. Peace officers who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of six (6) months after an unsuccessful attempt. The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state; each law enforcement unit is encouraged to provide such additional requirements and any pre-employment examination as it deems necessary and appropriate.

The expected duration of the selection process can take anywhere from 2 to 6 months. Anyone of the pre-employment factors can disqualify a candidate prior to appointment.

Re-application for those candidates not hired is permitted as long as an automatic disqualifier does not exist in a Candidate's background. The procedure for reapplying differs depending upon which step in the Selection Process the candidate was disqualified.

Specific Knowledge, Skills, or Abilities:

Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

EXAMINATION:

The examination process will consist of a review of education and experience, accomplished by analysis of the application. APPLICATION MUST DOCUMENT THAT THE APPLICANT POSSESSES THE MINIMUM KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE AS LISTED. IF SELECTED, AN OFFICIAL, ACCREDITED COLLEGE TRANSCRIPT IS REQUIRED, AT TIME OF EMPLOYMENT, FOR ALL DEGREES/COURSE WORK USED TO QUALIFY FOR THIS POSITION.

TO APPLY: ONLINE APPLICATION IS AVAILABLE ON THE COUNTY'S WEB PAGE, WWW.FULTONCOUNTYGA.GOV, AND COMPLETED FULTON COUNTY APPLICATION FORMS WILL BE ACCEPTED AT THE PERSONNEL DEPARTMENT. (ADDRESS ABOVE) ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

CLOSING DATE:
FEBRUARY 14, 2016

IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, GENETICS, DISABILITY OR SEXUAL ORIENTATION.

The Purpose of Classification:

The purpose of this classification is to protect life and property, to deter criminal activity, and to enforce all local, state and federal laws, statutes and regulations. Incumbents in this class are new to the department and have completed the required training.

Essential Functions/ Additional 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.

Enforces all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security. Patrols designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; maintains high visibility in the community. Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, burglaries, thefts, fatalities, traffic accidents, property damage, alarms, bomb threats, lost or missing persons searches, rescue operations, unattended deaths, public service duties,

stranded motorists, or dangerous drivers. Prevents/discovers commission of crime; writes citations; pursues fleeing suspects; apprehends, arrests and processes criminals, fugitives and offenders as appropriate; assists in booking inmates into jail; transports arrestees, prisoners, members of the general public, or other individuals as required. Conducts preliminary investigations; interviews victims, complainants and witnesses and takes statements; gathers information and evidence; secures crime scenes; prepares investigative reports and sketches; participates in court activities; testifies in judicial proceedings. Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering medical aid, or extinguishing small fires. Provides assistance and backup support to other officers as necessary; provides emergency response on a twenty-four hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate. Establishes road blocks; administers roadside field sobriety tests; writes citations; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards. Performs other duties including monitoring and responding to calls for assistance, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, effecting arrests, and processing and transporting prisoners. Communicates with command/supervisory personnel during emergency response and critical incidents. Inspects and maintains assigned police vehicle, uniform, weapons, and equipment. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits. Participates in court activities; prepares cases for prosecution; reviews and maintains reports; meets with attorneys to discuss prosecution of cases; testifies in judicial proceedings as needed. Performs research functions as needed; researches criminal histories and location of individuals via computer. Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution. Creates/maintains positive public relations with the general public; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues. Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review. Communicates via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications. Attends shift meetings, training sessions and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; reads professional literature; maintains professional affiliations. Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including logs, evidence sheets, criminal history reports, warrants, subpoenas, general orders and laws, codes and ordinances; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including logs, accident and incident reports, property/evidence sheets, citations, booking sheets, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records. Operates or uses various equipment associated with law enforcement in order to complete work assignments: operates and maintains police vehicle, firearms, taser, emergency equipment, radio/communications equipment and other law enforcement tools and equipment; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions. Communicates with supervisors, officers, employees, other departments, dispatchers, law enforcement agencies, fire personnel, emergency/medical personnel, court officials, attorneys, victims, complainants, prisoners, suspects, the media, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems. Depending on area of assignment, may also conduct internal investigations, assist with police recruitment, participate in neighborhood watch meetings, and visit schools. Performs other related duties as required.

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 work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or 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. May include counting, recording of counts, and basic measuring.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.