

# **POLICE OFFICER**

## **NATURE OF WORK**

This is general duty police work in enforcing laws and ordinances. Work involves an element of personal danger. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures, however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports; inspection and observation of results obtained.

## **EXAMPLES OF DUTIES**

Patrols an assigned area on foot or in a car; checks doors and windows of business establishments; investigates unusual crowds of people, enforces vehicle parking and operating laws; watches for and makes investigations of wanted and missing persons and property; responds to the scene of crimes and accidents; searches for and preserves evidence; investigates clues; searches for and apprehends violators; escorts funerals and persons transporting money; assists children at street crossings and controls pedestrians in compliance with safety laws; escorts prisoners to police station; books charges, testifies and presents evidence in court; directs traffic at intersections; enforces traffic laws; gives information concerning location of streets, routes and buildings; maintains good public relations; performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Considerable knowledge of modern principles and practices of police work. Considerable knowledge of the controlling laws and ordinances. Considerable knowledge of first aid methods. Ability to observe situations analytically and objectively and to report and record them clearly and completely. Ability to establish and maintain effective working relationship with associates and the general public.

### **Training and Experience**

Graduation from a standard high school or GED. Must have obtained North Carolina Basic Law Enforcement Training Certificate. Must successfully complete a background investigation.

### **Special Requirements**

Must meet the physical and mental standards as prescribed by the North Carolina Criminal Justice Training and Standards Commission. Must possess of a valid North Carolina driver's license.

**CLASSIFICATION:** Law Enforcement. FLSA Non-Exempt.

**PAY GRADE:** 16 \$43,834 – \$65,751