



**Post Date:** July 15, 2013  
**Removal Date:** August 15, 2013

## CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Police Officer

**DEPARTMENT:** Police Department

**HOURS:** 12 Hours Rotating Shift

**PAY GRADE:** (\$26,142 Annually/ After Certification - \$28,252 Annually) Uncertified Police Officer  
(\$28,252 - \$46,814 Annually Based on Experience) Certified Police Officers

**DUTIES:** This is routine police work involving patrol activity and investigatory work in the protection of life and property.

An employee of this class is usually responsible for the protection of life and property, prevention of crime, investigation of crimes, apprehension of criminals and the general enforcement of laws and City ordinances in a designated area, on an assigned shift. Work is generally performed in patrol cars or on foot. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Employees may be assigned to work as detectives, investigators, or other on special assignments. Supervision is received from superior officers who review work methods and results through accomplishments, personal inspection, and review of written reports covering activities and discussion.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual MUST be a minimum of 21 years of age; have a High School Diploma or GED equivalent; be eligible to work in the United States; a registered voter of the county in which he/she resides; have and maintain a valid driver's license and MUST be insurable by the City's insurance company.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from a high school or acceptable equivalent; must provide copy of diploma or transcript before taking the physical agility test.

*(Job description with minimum requirements attached.)*

**REQUIRED DOCUMENTS:** Applicant MUST provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required.

**LATERAL TRANSFERS:** Applicant MUST provide proof of High School Diploma or GED equivalent (college transcript or degree will suffice); and MUST provide proof of certification and training when submitting applications.

**INTERNAL APPLICANTS:** Please contact Venice A. Barnett, HR Generalist at City Hall.

**EXTERNAL APPLICANTS:** Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at [www.gautier-ms.gov](http://www.gautier-ms.gov) for instructions on how to apply.

XC: Administration Department (2)  
Office of Human Resources  
Economic Development Department  
Fire Department (3)  
Police Department  
Clearwater Solutions LLC  
Cableone (Channel 13)  
[www.gautier-ms.gov](http://www.gautier-ms.gov)  
MDES

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

## POLICE OFFICER

<b>Department:</b>	Police Department	<b>Pay Grade:</b>	09 Uncertified (Schedule 2184)
<b>Reports To:</b>	Police Sergeant		10 Certified (Schedule 2184)
<b>Competitive (Y/N):</b>	Y	<b>Exempt (Y/N):</b>	N

### SUMMARY:

This is routine police work involving patrol activity and investigatory work in the protection of life and property.

An employee of this class is usually responsible for the protection of life and property, prevention of crime, investigation of crimes, apprehension of criminals and the general enforcement of laws and City ordinances in a designated area, on an assigned shift. Work is generally performed in patrol cars or on foot. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Employees may be assigned to work as detectives, investigators, or other on special assignments. Supervision is received from superior officers who review work methods and results through accomplishments, personal inspection, and review of written reports covering activities and discussion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- Patrols a designated area of the City on foot, or in a radio equipped car to preserve law and order, to prevent crime, to solve crimes, and to enforce traffic and parking regulations.
- Answers calls and complaints involving fires, automobile accidents, robberies, and various other crimes; removes persons from danger, and administers first aid at the scene of accidents or crimes; conducts preliminary investigations; interviews witnesses and gathers evidence and information; obtains witnesses, makes arrests; and testifies as a witness in court.
- Checks for parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and wide load vehicles through the City. Watches for litter violation and issues citations.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; performs surveillance work to detect vice operations.
- Investigates intelligently and thoroughly each case assigned, using every legal means at his disposal to detect and solve crime, make an arrest, and bring accused to trial.
- Escorts prisoners to and from court; insures that prisoners are properly guarded; participates in the return of fugitives from outside the state or from other cities.
- Gives advice on laws, ordinances, and general information to the public as requested.
- Attends training to develop skills on the use of firearms, police baton, intoxilyzer, CPR, first aid, and other equipment; and on laws, investigation techniques, hazardous materials, etc.
- May operate department vehicles in dangerous situations.
- Performs other duties as assigned.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of English, spelling, and math.
- Demonstrated ability to remember names, faces, and details of incidents; and to develop skill in use of police equipment.
- Demonstrated ability to learn a wide variety of police duties and methods within a reasonable time period.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Demonstrated ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.
- Ability to meet approved age, mental, physical, psychological and medical requirements for this class.
- Demonstrated ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Ability and physical strength to do prolonged and arduous work.
- Ability to react to change productively and handle other tasks as assigned.
- Must have and maintain a valid Mississippi vehicle operator's license.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves over 50 pounds. The employee regularly runs and uses physical force to subdue or arrest a suspect.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from a high school or acceptable equivalent; must provide copy of Diploma or transcript before taking the physical agility test.

**MINIMUM SPECIAL REQUIREMENTS-POLICE OFFICER:**

A one (1) year probationary period will begin the first day of employment and successful completion is based on the certification status of the employee.

Be certified by the Mississippi Board on Law Enforcement Officer Standards and Training within two (2) years of employment with the City of Gautier.

Must be a minimum of 21 years of age. MCA 45-6-3

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier  
Screening Schedule

**POLICE OFFICER**

Advertise ..... July 15, 2013 – Aug. 15, 2013

Post ..... July 15, 2013

Cut-Off Date ..... Aug. 15, 2013

**Agility Test ..... Aug. 24, 2013**

**at  
MGCCC – Jackson County Campus  
“Walking Track”  
2300 Highway 90  
Gautier, MS 39553  
9:00 a.m.**

*Qualified applicants passing the Agility Test will be scheduled for the Written Examination. Applicants will be informed of their passing or failing upon completing the agility test.*

Eligibility List Compiled ..... Sept. 12, 2013

**Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination**

**Written Examination ..... Oct. 2, 2013**

**at  
MGCCC-Jackson County Campus  
Administration Building  
Classroom “A”  
2300 Highway 90  
Gautier, MS 39553  
6:30 p.m.**

Test Scores ..... Oct. 8, 2013

**Written notification to the applicant will be mailed; or applicants may call (228) 497-2539 after 2:00 p.m. for Test Scores**

Master Register ..... October 10, 2013

Interviews ..... To be scheduled at a later date