



Job Vacancy

Corporal-School Resource Officer Police Department

Job Description:

Under general supervision, provide security at the high school for students and staff. Works under stressful, high-risk conditions.

ESSENTIAL JOB FUNCTIONS

- Enforces all Federal and State laws and City ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Takes active charge in serious or unusual situations.
- Must be able to wear a respirator during emergency situations.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the high school, responding to emergency calls and/or calls for assistance, investigating criminal incidents, apprehending and arresting suspects and violent persons, seizing property and/or criminal evidence, maintaining public order, pursuing fleeing suspects, etc.
- Prepares and/or submits daily activity reports, incident reports, supplemental reports, accident reports, monthly reports, logs, etc.
- Develops and implements programs designed to provide effective and efficient law enforcement services to high school.
- Performs responsible duties related to crime prevention and high school relations programs; and implements problem-solving techniques and strategies.
- Remains abreast of all Federal and State laws, and ordinances of the City of Lancaster.
- Attends required training courses and seminars; participates in required physical fitness activities.
- Attends departmental meetings as required.
- Maintains assigned equipment and vehicles.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone. Operates/uses a variety of police equipment, including restraining devices, protective gear, firearms, etc.
- Maintains required certifications and training as mandated by the Department.
- Renders first aid in emergency situations as necessary.
- Watches for wanted or missing persons and lost children; reports stray animals.
- May monitor, transport and otherwise care for detained / incarcerated persons.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, policies, and procedures of the Department pertaining to specific duties of the School Resource Officer.
- Knowledge of the policies, procedures, and methods of the department.
- Knowledge of the structure, functions, and inter-relationships of State and local law enforcement agencies.
- Knowledge of up-to-date methods of law enforcement procedures.
- Knowledge of firearms, automotive, radio and other law enforcement equipment.
- Skilled in the use and care of firearms.
- Knowledge of legal rights of accused persons and law enforcement.
- Knowledge of criminal behavior and methods of operation.
- Knowledge of civil process.
- Knowledge of and ability to use the concepts of community policing and problem-solving.
- Knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods.
- Knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities.
- Knowledge of the standard tools, materials, and practices of the trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Skill in the care and use of required tools and equipment.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or GED equivalent and two (2) years of job related experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Must have successfully completed required courses through the South Carolina Department of Public Safety, Criminal Justice Academy Division, and hold required certifications.
- Must possess a valid South Carolina Driver's License.
- Must maintain proficiency in the use of firearms and evasive driving techniques.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
PD12	\$26.33 to \$32.92		