

TOWN OF CLINT

****JOB POSTING****

Job Title: Public Safety-Police Officer
Classification: Non-Exempt
Job Type: Full-time
Job Opening: Until Filled

GENERAL SUMMARY

Under general supervision, the Police officer reports directly to the Sergeant, and the Chief of Police. The employee's main function is to offer assistance and protection to the residents, businesses and schools within the two mile radius of the town. He or she is expected to operate in a professional manner at all times. The officers work schedule will be varied in hours and days of the week in accordance with a schedule developed by the Police Chief for, and hours will be adjusted on a weekly basis to ensure that the officer works no more than 40 hours per week, unless approved by the mayor or designed council member. Hours will be set to benefit the safety and well-being of the Town of Clint and its residents.

General supervision of the Clint Chief of Police, enforces state, county and town ordinances. Maintains law and order, protection of life and property, prevents crime, makes arrest, initiates reports, and performs other related duties as assigned.

SUPERVISION

General supervision is provided by the sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Officer respond to Police calls from dispatcher (SO), house or business burglary, auto theft, auto accidents, criminal mischief, alarms, domestic violence, assistance to the elderly or disabled persons who have accidents in the home, provide protection or assistance or apprehend suspects; issue traffic citations.
2. Write case reports when necessary.
3. Adhere to police procedures and policies.
4. Patrol town streets routinely and respond to citizen complaints.
5. Assist as bailiff for monthly Municipal Court sessions
6. Enforce state laws and statutes
7. Enforce local ordinances of the Town of Clint
8. To execute warrants and court orders
9. To testify in legal proceedings, as needed
10. Ability to exercise good judgment in evaluating situations and making decisions, ability to keep records and initiate reports.
11. Ability to follow oral and written instructions, ability to observe situations analytically and objectively, and to record them clearly and completely; ability to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally and in writing

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12. Skill in the safe operation of a motor vehicle, to include high pursuits, night driving, and able to safely maneuver over road hazards, guide wires, desert driving, and heavy town congestion; skill and ability in the proper use and care of firearms; ability to operate telephone calls, faxes, mobile and hand-held radios.
13. Transfer suspects to police station and county jail
14. Perform any other duties as requested by the Police Chief

EDUCATION, EXPERIENCE AND QUALIFICATIONS

A high school diploma or GED, three years of experience in law enforcement, and one year of experience as law enforcement officer or first responder, are preferred. Must have knowledge of basic safety practices. Must pass any background investigation required by the Mayor. May be required to pass an examination and meet physical examination and vision standards, if adopted and applicable. Graduation from a TCOLE licensed Police Academy and be in good standing.

Must possess a Peace Officer License from the Texas Commission on Law Enforcement (TCOLE). Must have a valid Texas Class "C" Driver's License. May be required to provide a driving record for the previous three years. May be required to be fingerprinted and subjected to a search of records to disclose a criminal record. May be subject to drug testing in accordance with legal processes and requirements. Must be a U.S. citizen and be of a minimum age of 21. Fluency in English and Spanish is a plus.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, review, abstracts, financial reports, and/or legal documents.
- Ability to deal with system of real numbers, practical application of fractions, percentages, ratios/proportions and measurement.
- Must have the ability to establish and maintain an effective working relationship with the public and all Town Departments. Must have above average communication skills, oral and written.

The full and completed application requirements can be found at Town hall building at the following office location:

**In person: Open 0800 hrs to 5 pm (Monday-Friday)
Town Hall Building
200 N. San Elizario Road/ Clint, Texas 79836**

**Contact: Susie Rodriguez/Denies Perez
Town Clerks
(915) 637-3588 or 851-3146**

"An Equal Employment Opportunity Employer"