

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Goshen Police Department

Position: Special Police Officer

Scheduling: 40 Hours

FLSA Status: Hourly, Non-Exempt

Date of Announcement: January 29, 2019

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Provide visible security and serve as a deterrent to criminal behavior.
- Become familiar with and/or ability to develop school security and disaster plans.
- Investigate crimes or suspected crimes which occur on school property.
- Provide classroom instruction to students on criminal justice topics.
- Attend and participate in school activities or provide security for after school activities.
- Mentoring students and establishing a positive relationship with the student body.
- Assist school administration by performing specific administrative tasks.
- Intervention with suspected gang members.
- Investigate and develop intelligence on suspected drug activity and/or abuse.
- Establish contacts with service providers, Department of Child Services, CAPS, etc.
- Facilitate information gathering, data collection and conduct an ongoing assessment of juvenile crime trends and develop strategies.
- Become familiar with other duties at the Goshen Police Department.
- Performs various clerical duties including typing, filing, answering/directing telephone calls, scheduling, etc.; takes incoming radio calls.
- Provides assistance to coworkers, as necessary.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- High school graduate or equivalency and a minimum of (2) two years law enforcement experience.

Special Requirements:

- Valid driver's license
- Graduate of the Indiana Law Enforcement Academy (this is a requirement to be a School Resource Officer and to obtain SRO certification).

Minimum Physical and Mental Abilities Required:

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone/switchboard system, fax machine, two-way radios, etc.
- Ability to understand and utilize departmental software.
- Ability to exert physical effort involving the normal duties of a police officer, routine stooping, kneeling, crouching, and reaching; ability to engage in prolonged visual concentration while working on the computer.
- Ability to participate in departmental training of psychomotor skills.

Environmental Adaptability:

- Ability to work effectively in all possible environments.

Rate of Pay:

Starting pay: \$23.10 per hour (Grade 6 as designated in current salary ordinance)

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Human Resources.

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