



Internal/External
Vacancy Announcement

Position: Police Officer

Department: Police Department

Position Type: Full-Time, Exempt

Closing Date: Until filled

General Responsibilities

Serves at the pleasure of the Town Board. Performs routine law enforcement work, patrolling the Town, responding to service calls, and performing routine investigations.

Conditions of work

Work in this position is medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, operate a computer terminal, and perform extensive reading. The employee is exposed to inside and outside working conditions. This employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level; hazards including proximity to moving equipment; and atmospheric conditions which may affect the respiratory systems.

Essential Functions/Typical Tasks

An employee in this position is responsible for performing general duty law enforcement work for the Town's police department. Work includes routine patrol, traffic accident and criminal investigation, police vehicle maintenance, serving criminal papers, traffic law enforcement and responding to domestic disputes. This employee is highly visible in crime areas and must be aggressive in preventing crime. This employee must have the ability to develop a positive public image. Tact and firmness, sound judgment and a positive attitude are required. Employee is subject to the usual hazards of law enforcement work. Work is performed under the immediate supervision of the Chief of Police and is evaluated for effectiveness, visibility, aggressiveness, and apprehensions. Work is reviewed by observation and review of written reports.

Illustrative Examples of Work

Patrolling high and low crime areas; talking to people in the community, checking buildings and residences; and apprehending offenders. Investigating traffic accidents; using measurement devices and eyewitnesses, determining violations; assisting motorists with post-accident procedures and talking to auto insurance companies. Maintaining police vehicle fuel and tire pressure. Serving criminal papers; locating people indicted; serving warrants, orders for arrest and criminal summons. Enforcing speed limits and other traffic laws. Conducting criminal investigations; gathering information; processing the crime scene; talking to witnesses; preparing reports for prosecution. Responding to domestic situations; attempting to resolve conflict by recommending solutions to problems.

302 East Main Street, Cleveland, NC 27013
(704) 278-4777

Education

Graduation from high school or completion of high school equivalence requirements. Graduation from BLET.

Experience

Some experience in law enforcement work.

Knowledge, skills and abilities

Some knowledge of modern law enforcement principals, practices and procedures; some knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances; some knowledge of practices, materials, techniques and equipment pertinent to job assignment; skill in the use of firearms and other authorized law enforcement equipment; ability and willingness to act quickly and properly in emergency situations; ability and willingness to establish and maintain effective working relationships with superiors, co-workers and the general public; ability to express thoughts clearly both orally and in written reports.

Special Requirements

Certified as a law enforcement officer in North Carolina and possession of a valid North Carolina Driver's License.

Application Process

All applicants must complete a Town of Cleveland employment application available online at <https://townofclevelandnc.gov/government/employment> or at Town Hall.

The Town of Cleveland is an Equal Opportunity Employer.