**Town of Blacksburg Approved:** \_cc\_

**Job Description Applications accepted at Town Hall until filled**

Division/Department: Police

Location: Town of Blacksburg, S.C. 105 S. Shelby St. Blacksburg, S.C. 29702 fax 864-839-3663

Job Title: Full-time Certified Police Officer

*Complete and Submit Town of Blacksburg application, provide a copy of Social Security Card, Birth Certificate, GED/HSD, SCCJA Basic certification, and Authorization of Release*

**General Description:**

* Provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws
* Promote good community relations
* Record facts to prepare reports that document incidents and activities
* Maintain logs, prepare reports, document incidents, arrests, request warrants
* Monitor and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area
* Communicate and cooperate with court personnel and officials
* Interact and assist other law enforcement agencies and Town staff to assure efficient and effective safety
* Attend training, maintain equipment, written orders to adhere with all legal requirements
* Complete Town of Blacksburg forms as applicable
* Maintain a clean and efficient work area
* Represent the Town in a professional and courteous manner
* Any other duties assigned by Administrator

**Work Experience Requirements:**

**Education/Experience Requirements:**

* Police Academy training and certifications
* CPR certification
* Minimum of 2 years training as an officer
* Computer, email, phone, radio, vehicle, police uniform, firearms, safety equipment

If qualifications are met a physical, drug-screen, 10-year driving record and background check will be required. The Town of Blacksburg is an EEO. This is not a contract.