

## Police Officer

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The Town of Amherst is accepting applications for:

Pre-Certified Law Enforcement Officer (PT and FT)- The Town is also accepting applications for DCJS certified Law Enforcement Officers.

Benefits include VRS retirement and employer paid health insurance. Compensation will depend upon qualifications. Open until filled.

Applicants must be at least 21 years of age. Successful candidates will possess at least a high school diploma or equivalent. Eyesight must be at least 20/40, correctable to 20/20 in both eyes. Candidates must pass: Written testing, a polygraph, physical agility, psychological testing, medical and drug/alcohol screening, and extensive background investigation. Some, but not all testing requirements may be waived for certain current or past law enforcement training and experience. Salary commensurate with experience. Successful candidates must reside within 5 miles of the Town of Amherst within six months of the effective date of employment.

Employment Application and position descriptions may be obtained at [www.amherstva.gov](http://www.amherstva.gov) Completed applications may be returned by mail to P.O. Box 280 Amherst, VA 24521, or via email with valid signature on the form to: [bobby.shiflett@amherstva.gov](mailto:bobby.shiflett@amherstva.gov) *No Phone Calls . The Town of Amherst is an Equal Opportunity Employer.*

***All forms are to be delivered to the Town Hall fully completed and must include original signatures. Resumes and other documents will be accepted but will not be considered a complete application for the position.***

# Police Officer

Department: Police

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate protective service work enforcing laws, investigating criminal activity, ensuring safety of public, collecting evidence, testifying in court, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Lieutenant.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.; completes arrest records and criminal and/or incident reports.

Makes arrests, transports detainees and testifies in court.

Assists other law enforcement agencies when requested or assigned.

Interviews victims and witnesses to obtain necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents.

Enforces traffic laws; investigates accidents; issues traffic citations.

Participates in community service and public relations activities and events; builds cooperative and collaborative relationships with the community.

## Knowledge, Skills and Abilities

General knowledge of police methods, practices and procedures; general knowledge of the rules and regulations of the department; general knowledge of the geography of the Town and location of important buildings; general knowledge of preparing reports and related documents; general knowledge of standard office equipment and associated software; general knowledge of the use of the equipment required for the position (e.g. police radio, police vehicle, Taser, radar, etc.); some knowledge of the use of standard accounting software; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective relationship with associates and the general public.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires walking, sitting, climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires standing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to the risk of electrical shock, working with explosives and exposure to vibration, frequently requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Possession of Virginia Department of Criminal Justice Services State Certified Law Enforcement Officer certification upon employment, or successfully complete the Basic Law Enforcement curriculum at Central Virginia Criminal Justice Academy within six months of employment. Obtain CPR/First Aid, Radar Operator, Breath Alcohol Operator certifications, and complete Taser Operator training within one year of employment. Possession of Valid driver's license in the Commonwealth of Virginia.

*Last Revised: 4/3/2015*

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