



5. Skill in the use of computers and job-related software programs.
  6. Skill in the preparation of clear and precise administrative reports.
  7. Skill in analyzing, decision making and problem solving.
  8. Skill in the use and care of firearms and other standard and specialized equipment.
  9. Skill in public relations.
  10. Skill in interpersonal relations.
  11. Skill in oral and written communication.
2. Responsibility
    - a. This position has no supervisory responsibility.
  3. Personal Work Relationships
    - a. Contacts are typically with department personnel, other city employees, court personnel, judges, attorneys, victims, witnesses, suspects and representatives of other law enforcement agencies.
    - b. Contacts are typically to give or exchange information, settle matters, resolve problems and provide services.
  4. Physical Effort and Work Environment
    - a. The work is typically performed while sitting at a desk or table or while driving, intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
    - b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.
  5. Guidelines
    - a. Guidelines include department policies and procedures, federal and state laws, court rules, city ordinances and ethics guidelines. These guidelines require judgment, selection and interpretation in application.
  6. Complexity and Scope of Work
    - a. The work consists of varied administrative, investigative, law enforcement and technical duties. The broad range of decision-making activities required contributes to the complexity of the work.
    - b. The purpose of this position is to provide police services to the citizens of the city. Successful performance helps ensure the efficient and effective enforcement of laws and the safety of life and property.
  7. Minimum Qualifications
    - a. Knowledge and level of competency commonly associated with specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship or internship or having had a similar position for one to two years.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The Chief of Police assigns work in terms of department goals and objectives. The Chief reviews work through conferences, reports and observation of department activities.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of Police Officer with the City of Jasper.**

---

Employee (print)

---

Employee (signature)

Date

---

Department Head (print)

---

Department Head (signature)

Date

---

City Manager (print)

---

City Manager (signature)

Date