

Excellent Employment Opportunity

PUBLIC SAFETY OFFICER I

\$37,661.80 - \$44,626.28

The City of Cayce is currently recruiting a Public Safety Officer. Employees in this position will have **combined law enforcement and fire suppression** responsibilities. Must have the ability to perform duties necessary to promote the safety and welfare of the general public. Employees in this position should be able to develop and maintain effective communications and relationships with all departments, agencies and citizens involved in the activities of the job. This type of position involves rotating shift work.

Preferred requirements include a high school diploma/GED, SC Criminal Justice Academy Certification; should be at least 21 years of age. Fire suppression experience is desirable.

Copies of the following documents should be submitted with Public Safety applications: Birth Certificate, valid Driver's license, HS Diploma/GED Certification, Social Security card, DD Form 214 (ex-Military personnel), current Credit Report from local Credit Bureau.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.caycesc.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV record at time of first interview. Application required. E.O.E.**

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

CLASS TITLE: PUBLIC SAFETY OFFICER I

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide daily patrol, firefighting and animal control activities for the City. The class is responsible for driving police and animal patrol, responding to fire emergencies and investigating alleged criminal violations. The class works according to set procedures under direct supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs vehicular patrols in an assigned area of the City; controls traffic; assists motorists and persons in need; provides emergency medical care to injured persons; issues warnings and citations; apprehends and detains criminals, suspects and traffic violators.

Interviews complainants, victims, witnesses, and suspects in accordance with criminal investigation procedures; gathers, summarizes and formats case information; interprets applicable laws and ordinances.

May provide back-up for dispatcher; responds to citizen complaint calls; documents incident reports; maintains records required for legal processes of court; serves summons, warrants and other legal documents, explaining purpose of court order; serves as a witness in court proceedings.

Assists in investigating crimes, incidents and accidents; conducts surveillance; collects and documents evidence and prepares investigation reports; secures crime and fire scenes, monitoring activity and controlling access to area; maintains contact with confidential informants.

Books, admits, fingerprints, and photographs suspected violators; secures property of arrested suspects, properly storing personal items; transports and escorts prisoners to and from court or assigned institution.

Documents incident reports; maintains records required for legal processes of court; serves as a witness in court proceedings.

Reports to fire scenes; may perform firefighting tasks.

Checks security of business establishments; contacts citizens and businesses regarding their public safety concerns.

Promotes public safety cooperation and awareness with school and civic groups; establishes positive community relations.

Cooperates with public safety officers of other state, local and federal agencies in investigations. Detention facility duties as PSOT.

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INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires copying, transcribing, entering or posting data or information.

PEOPLE INVOLVEMENT:

Requires persuading or influencing others in a course of action; enforcing laws, rules, regulations and ordinances.

INVOLVEMENT WITH THINGS:

Requires handling or using machines or equipment requiring moderate instruction and experience such as police vehicles, firearms, firefighting apparatus, protective equipment and computers.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division.

LANGUAGE REQUIREMENTS:

Requires reading procedures manuals to solve practical problems such as methods and procedures for investigations; composing routine and specialized reports and forms, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires performing public safety tasks prescribed by standard practices but which may require the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school or GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license
South Carolina Criminal Justice Academy Certification
Fire Academy Certification
Basic Jail Certification

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EXPERIENCE REQUIREMENTS:

Requires over six months experience as a Public Safety Trainee and have completed all necessary certification training.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light to medium work that involves walking or standing most of the time and involves exerting between 20 and 50 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, extreme heat and/or cold, wet or humid conditions, extreme noise levels, fumes and/or noxious odors, traffic, heights, explosives and violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell and depth perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires almost constant decisions affecting co-workers, crime victims, and others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Police Officer Retirement System.