

Excellent Employment Opportunity

## **PUBLIC SAFETY OFFICER TRAINEE**

**\$33,074.01 - \$39,137.54/annually DOE**

The City of Cayce is currently recruiting a Public Safety Officer Trainee. Employees in this position will have **combined law enforcement and fire suppression** responsibilities. Under close supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Performs various other public safety activities as required to include jail operations and dispatch work. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions. This type of position involves rotating shift work. Reports to assigned Officer.

Preferred requirements include a high school diploma/GED with the ability to successfully complete basic law enforcement training at the SC Criminal Justice Training Academy and be able to successfully complete training necessary for certification as an interior structural firefighter. Must be able to obtain and maintain required level of proficiency in the use of firearms, evasive action/driving skills, and physical fitness standards as prescribed.

**\*\*\*Experience preferred.**

**\*\*\*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. Competitive salary level will be dependent of experience and training. **Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov)** **A valid South Carolina Driver's License with a good driving record is required. Application required. E.O.E.**

**CITY OF CAYCE  
CLASS DESCRIPTION  
2000**

**CLASS TITLE: PUBLIC SAFETY OFFICER TRAINEE**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to learn to provide daily patrol, firefighting, and animal control activities of the Department of Public Safety. The class is responsible for driving police and animal patrol and responding to fire emergencies. 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 assigned area; controls traffic; assists motorists and persons in distress; issues traffic summonses, warnings and citations; pursues, 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 City laws and ordinances.

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

Transports and escorts prisoners and mental patients to and from institutions and court.

Performs detention facility duties; oversees, maintains security and monitors activities of individuals who have been arrested, are awaiting trial or other hearing, or who have been convicted of a crime and sentenced to serve time in jail.

Reports to fire scenes; may perform firefighting tasks.

Provides security at public events where large crowds are anticipated; performs vehicle escorts.

Checks security of business establishments; may escort persons making bank deposits.

May contact 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.

Provides back up for Dispatcher.

**INVOLVEMENT WITH DATA, PEOPLE AND THINGS**

**CLASS TITLE: PUBLIC SAFETY OFFICER TRAINEE**

**DATA INVOLVEMENT:**

Requires comparing or inspecting items against a standard.

**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, firefighting apparatus, protective equipment, firearms, computers and switchboard.

**COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:**

Requires performing semi-skilled work involving set procedures but with frequent problems.

**MATHEMATICAL REQUIREMENTS:**

Requires performing addition and subtraction, multiplication and division.

**LANGUAGE REQUIREMENTS:**

Requires reading procedures manuals methods and procedures for investigations; composing routine reports, and forms, with proper format; speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:**

Requires performing 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, GED or specialized vocational training.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid South Carolina driver's license  
Required to go to Public Safety Officer I

**EXPERIENCE REQUIREMENTS:**

Requires a minimum of six months experience in related field, or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.

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**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 a few decisions, affecting the individual, co-workers, and others whom depend on the service; works in a somewhat fluid environment with rules and procedures but with 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.