



# City of Coatesville

## Job Description

### Part Time Police Officers

#### Job Specifics

<b>Employer:</b>	City of Coatesville	<b>Dept:</b>	Police
<b>Title:</b>	Part time Police Officer	<b>Union Affiliation:</b>	n/a
<b>Reports To:</b>	Police Chief	<b>FLSA Classification:</b>	Non exempt
<b>Salary:</b>	\$22.00 hr.	<b>Benefits:</b>	N/A
<b>Revision Date:</b>	July 26, 2018	<b>Schedule:</b>	As requested 6:00 AM—6:00 PM 6:00 PM—6:00 AM

#### Position Background

The Coatesville Police Department mission is to provide effective, efficient, and professional Law Enforcement, while maintaining the highest standards of integrity, accountability and community service. Individuals who are people oriented team workers who can engage a diverse community for public safety.

#### Essential Duties & Responsibilities

- Patrols designated area of the city in a radio equipped patrol car to preserve the peace, prevent criminal operations and enforce traffic regulations.
- Responds to assignments and complaints often involving drunkenness, domestic disputes, fires, automobile accidents, and other misdemeanors and felonies; at crime and accident scenes, administers first aid, conducts preliminary investigations; gathers, protects, and transports physical evidence locates witnesses; makes arrests; prepares and submits detailed written reports.
- In investigating complaints, interviews complainants and take appropriate enforcement or reporting action or directs them to proper authorities to make a report.
- Prepares evidence to substantiate issuance of criminal complaints; serves criminal processes, including warrants and subpoenas; testifies as a witness in court; may occasionally appear and testify in civil action.
- Performs related work as required by the Police Chief, Police Captain or Officer in Charge.

## Minimum Qualifications

- Act 120 training is required. Act 120 certification is preferred
- Graduation from a standard high school or acceptable GED equivalency with transcripts
- Be 21 years of age or older
- Must possess a valid Pennsylvania Driver's License
- If served in the military, provide a copy of DD214
- Be of good moral character
- Physically capable of basic police requirements
- Must undergo criminal records check (Not Convicted of any Misdemeanor or Felony)
- Must successfully pass a complete background investigation (to include but not limited to medical/drug screening, psychological, etc.)
- Participate in a Civil Service process

## Competencies

**Customer Service Oriented** - Excellent interpersonal skills Establish and maintain effective working relationships with employees and City Officials

**Confidentiality** - Maintain confidentiality when working with sensitive or personnel-related records

**Professional** - Ability to work independently and take initiative and capable of working under pressure with minimum supervision Ability to work in a team oriented environment Strong sense of accountability

**Communication** - Ability to effectively communicate both verbally and written

**Organized** - Organize projects and use analytical thinking skills to solve operational issues and problems

## Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly. May be required to lift objects or supplies weighing up to 35 pounds.

## Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Application Requirements:

To Apply:

Applications are available on-line [www.coatesville.org](http://www.coatesville.org) or at City Hall.  
Completed applications can be submitted to the Human Resource Department  
or the police Department.

Application Deadline: On-going

The City of Coatesville Police Department is an Equal Opportunity Employer.