



EMPLOYMENT OPPORTUNITY

Job Title:	POLICE OFFICER
Pay Rate:	Hiring Range \$54,000 – \$59,000 DOE (\$24.73 - \$27.02/HR)
Status:	Full time, non-exempt position
Application Deadline:	OPEN UNTIL FILLED

General Statement of Duties

Performs general duty law enforcement work to protect life and property in the Town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the Town during an assigned shift in a police car or on foot; preventing, detecting, and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees must exercise judgement, initiative and calm control when performing duties. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extremes of hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgement.

Duties and Responsibilities

Essential Duties and Tasks

- Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining the true nature of the situation and taking whatever legal or persuasive action is warranted.
- Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities.
- Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests, and processes criminal suspects; presents findings in court; may appear in court to provide information or testimony.

- Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.
- Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require on-scene direction.
- Prepares records and reports of activities.
- Advises the public on laws and local ordinances; serves papers as needed.
- Operates a two-way radio to receive instructions and information from or to report information to police headquarters or central communications; maintains vehicles, weapons, and other equipment in standard working order.

Additional Job Duties

- Assists stranded motorists; gives information and directions to visitors and residents.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of state and federal laws, local ordinances, and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Working knowledge of law enforcement principles, practices, methods, and equipment.
- Some knowledge of scientific crime detection and criminal identification methods and procedures.
- Some knowledge of the application of information technology to the job.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.
- Must be able to perform medium work exerting up to fifty pounds of force occasionally; twenty pounds frequently; and ten pounds constantly.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Required Experience and Education

Applicants must be certified as a Law Enforcement Officer and must hold a North Carolina probationary or general law enforcement certification. Applicant must be a U.S. citizen, at least 21 years of age and must possess a valid driver's license. Applicants must be a high school graduate or have obtained a GED. **Applicants are to submit a completed Town of Oak Island employment application and a North Carolina Criminal Justice Training and Standards form F-3 (LE) "Law Enforcement Personal History Statement."** **All required forms are available on the Town's website on the Job Openings page.** Special note: all offers of employment are subject to successful completion of a controlled substance screening, medical examination, and an extensive background check.

The Town of Oak Island provides a generous benefits package, including medical, dental, and vision coverage at no or low cost for the employee, subsidized medical dependent coverage, 5% 401K contribution, membership in the State Retirement System, as well as paid vacation, sick leave, and holidays. The Town of Oak Island is an Equal Opportunity Employer.

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Email: HR@oakislandnc.gov

Web site: <https://www.oakislandnc.gov/jobs>

Authorized: Police Chief Charles Morris