



## TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

### **Police Officer**

The Town of Valdese (approximate population 4,689) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking a full-time **Police Officer**. Employee will perform work that 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; problems that are more difficult normally carried out under the direction of or in conjunction with a Police Sergeant assigned to the same shift. Work involves frequent public contact, which requires tact, firmness and decisiveness. Work 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 extreme 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.

#### ***Education and Special Requirements:***

Graduation from high school or equivalent.

Completion of BLET – Basic Law Enforcement Training Program

Be at least 20 years of age

United States Citizen

Process a valid NC Driver's License

Have a background free from criminal offenses

#### ***Compensation and Benefits:***

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring rate for this position is \$37,007 – \$55,511. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

#### ***Contact and submittal information:***

Valdese Police Department

121 Faet Street SW

Valdese, NC 28690

Or mail to:

Valdese Police Department

PO Box 339

Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldese.com](http://www.townofvaldese.com).

Deadline: Open until filled

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



## Town of Valdeese POLICE OFFICER I

### I. General Statement of Duties

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

### II. 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, on bicycle, 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; problems that are more difficult normally carried out under the direction of or in conjunction with a Police Sergeant assigned to the same shift. Work involves frequent public contact, which requires tact, firmness and decisiveness. Work 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 extreme 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 performed under regular supervision and evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgement.

### III. Duties and Responsibilities

#### Essential Duties and Tasks

- Patrols streets in a police car and 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; report 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 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; conducts special traffic checkpoints to enforce seatbelt, alcohol, speed, or other laws; operates radar and intoxilyzer equipment.
- Performs investigations of accidents or possible non-felony crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects; presents findings in court.
- 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 local schools, signal malfunctions or traffic accidents.
- Operates a viper radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standards working order.
- Prepares records and reports of activities.
- Advises the public on laws and local ordinances; serves papers as needed.
- Operates Mobile CAD, RMS, and other related computer programs to perform essential job functions.
- Assists stranded motorists; gives information and directions to visitors and the general public.

- Ensures proper maintenance of assigned vehicles and equipment

#### **Additional Job Duties**

- Performs related duties as required.

### **IV. Recruitment and Selection Guidelines**

#### **Knowledge, Skills, and Abilities**

- Knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Knowledge of law enforcement principles, practices, methods and equipment.
- Knowledge of scientific crime detection and criminal identification methods and procedures.
- Knowledge of the use of information technology in law enforcement work.
- 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 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 kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium to heavy work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

#### **Desirable Education and Experience**

- Possession of high school diploma or equivalent, and completion of basic law enforcement training; possession of Basic Law Enforcement Certificate; or an equivalent combination of education and experience.

#### **Special Requirements**

- Possession of a valid North Carolina driver's license.
- Certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer.

### **V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

### **VI. FLSA Status**

This position is non-exempt.