

Public Safety Officer – University Police Department
\$15.06 per hour
40 hours per week

Applications MUST be submitted directly to Human Resources to be considered for the position.

Applications will be accepted until 5:00 p.m., January 13, 2021, in the Office of Human Resources, Womack 209.

The Public Safety Officer works under general supervision and is responsible for providing campus safety and security. This position is governed by law enforcement standards and agency/institution policy.

EXAMPLES OF WORK

1. Maintains security of assigned area and enforces traffic laws and parking regulations.
2. Patrols assigned areas for traffic violations and illegal parking and issues traffic and parking citations.
3. Responds to alarms and calls for assistance, investigates accidents and reported crimes, arrests violators, prepares official reports of accidents and criminal investigations, and testifies in court as required.
4. Checks buildings for unlocked doors or unlocks doors in emergency situations and assists in the orderly evacuation of buildings when necessary.
5. May be required to fight fires, operate fire fighting equipment, investigate fires to determine cause, conduct inspections of buildings for fire code violations, and write reports.
6. Performs related responsibilities as required or assigned.

WORKING RELATIONSHIPS

The Public Safety Officer has frequent contact with students, faculty, staff, and the general public.

SPECIAL JOB DIMENSIONS

Occasional exposure to hazardous situations and shift work is required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of law enforcement practices and procedures. Knowledge of traffic and criminal laws. Knowledge of motor vehicle operation. Knowledge of proper use of firearms and safety. Knowledge of criminal investigation procedures. Ability to direct traffic for an orderly flow. Ability to interrogate suspects and witnesses. Ability to handle and use firearms. Ability to operate motor vehicles.

QUALIFICATIONS REQUIRED

The formal education equivalent of a high school diploma; plus two years of experience in law enforcement or related area.

SPECIAL REQUIREMENTS

Certified by the Arkansas Law Enforcement Standards Training Academy as a Police Officer and possess a valid state driver's license.

Note: The applicant selected for this position will be required to submit to a background screening, including criminal background check, substance abuse testing, and motor vehicle records search.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.