

CITY OF ARCHDALE

Recruitment Announcement



CLOSING DATE: Open Until Filled

POSITION TITLE: Police Officer I

PAY RATE: \$35,017.00 annually

DEPARTMENT: Police

BASIC FUNCTION AND JOB REQUIREMENTS

Performs general duty law enforcement work in the City's Police Department.

ESSENTIAL DUTIES AND TASKS

Operates a patrol car to observe for violations of laws, suspicious activities or persons, and disturbances of law and order in the City.

Operates two-way radio to receive instructions and responds to radio dispatches and answers calls and complaints.

Serves warrants, summons, subpoenas, court orders and makes arrests; testifies in court.

Enforces laws such as motor vehicle, criminal, domestic violence, drug enforcement, civil citations, etc.

Performs preliminary investigations of accidents, complaints, and crimes; secures crime scene; identifies and gathers initial statements from witnesses and informants; and debriefs and prepares reports for the Police Detective.

Completes incident reports, police reports, and other necessary paperwork associated with arrests and violations; maintains vehicle logs for gas and mileage.

Provides the public with information on law enforcement, criminal incidents, and directions.

Performs related work as assigned.

EDUCATION AND REQUIREMENTS

Graduation from high school and preferred three years law enforcement experience; or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities. A valid North Carolina Class C driver license with a safe driving record. Basic Law Enforcement Training (BLET) certificate issued by the State of NC.

HOW TO APPLY

A City of Archdale police application packet must be completed. A resume' can be attached as an addendum, but not in lieu of the application. Applications and any supporting documentation should be mailed or delivered to City of Archdale Police Department, "Officer Search", 305 Balfour Dr. P.O. Box 14068 Archdale, NC 27263. Application packets (*F-3 and Interest Card*) can be picked up at the police department, 305 Balfour Dr. Archdale, NC 27263 or downloaded and printed from the HR page at www.archdale-nc.gov. *Application deadline:* Open Until Filled. Archdale is an equal opportunity employer.