**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

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| **Population: Less than 500**  Accepting applications for the position of **Police Officer**. This position requires, but is not limited to, the Officer exercising responsibility for the enforcement of state and local laws relating to public safety and welfare, patrolling the City for purposes of observing the area for possible criminal activity or other conditions that could endanger public safety, writing citations and reports in a clear and concise fashion, appearing in court as needed, and working closely with other emergency responders and City Hall as needed.   * The Police Officer shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent; * Must possess and maintain P.O.S.T. Certification; * Must possess a high school diploma or its recognized equivalent and possess or have the ability to possess a valid driver’s license issued by the State of Georgia; * Must be able to attend mandatory police training classes at various locations; * Must be available for day or night duty, special events, and emergencies; * Must submit to a background check and drug/alcohol screening; * Must complete pre-employment packet, polygraph and physical; * Must have no felony or family violence record; * Must be genuinely interested in the City and its progress; and * Must possess good communication and public relations skills.   This position is full-time. This is an entry level position with benefits. |