



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Police Officer II

Job Posting #0806-015

POSITION INFORMATION

University Police

Position Number 999500

Posting Date: June 26, 2008

SALARY

\$29,265. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Under general supervision, performs public safety, law enforcement, and related work of moderate difficulty.

TYPICAL DUTIES

1. Enforces policies, rules, and regulations of the Board of Regents, Texas Tech University system, Angelo State University, and applicable state and federal laws.
2. Patrols campus areas on foot or in patrol vehicle to control traffic, prevent crime or disturbances, and enforce applicable policies, rules, and regulations; warns or arrests violators.
3. Checks building entrances and exits, and locks and secures buildings, as appropriate.
4. Investigates accidents, incidents, and crimes, and prepares investigation reports.
5. Aids local police in investigations of incidents or crimes in adjacent, off-campus areas.
6. Issues tickets to traffic and/or parking violators.
7. Contacts superior officer when unusual or dangerous circumstances occur.
8. Communicates with dispatcher, as needed to obtain assistance or report location.
9. Provides security and crowd control services at University-sponsored events and functions, as assigned; transports money to the University Fiscal Office.
10. Arranges for abandoned or impounded vehicles to be towed away.
11. Provides information and directions to motorists, students, visitors, and others as requested.
12. Testifies in court or at hearings on accident, theft, burglary, and other cases; serves subpoenas.
13. Escorts injured persons to medical facilities.
14. Attends training, seminars, and other meetings as directed.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of the principles, practices, and procedures of law enforcement and public safety; knowledge of applicable rules, regulations, policies, and procedures utilized in campus law enforcement and security; knowledge of the use and maintenance of firearms; knowledge of campus buildings and facilities and their uses.
- Ability to interpret and appropriately apply applicable rules, regulations, policies, and procedures; ability to communicate effectively with students, faculty, staff, visitors, and others contacted in the course of work; ability to effectively analyze situations, use good judgment, and take appropriate action; ability to follow written and verbal instructions and complete work as assigned; ability to work various shifts, as assigned.
- Skilled in interpersonal communications and relations; skilled in the use of a firearms and other non lethal weapons; skilled in self-defense tactics. The University Police Department will furnish approved duty weapon. Candidate is required to pass a physical performance evaluation (WORKSTEPS) performed by the West Texas Rehab Center.

EQUIPMENT UTILIZED

Patrol vehicle; firearm; handcuffs; photocopier; communication radio; basic laptop computer.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Position requires frequent walking and standing, and periodic bending, reaching, climbing, pushing/pulling, and lifting (up to 30 lbs.). Basic manual dexterity with both hands is required. Use of feet is required for walking patrol and operating service vehicle.

Incumbent works both indoors and outdoors and is exposed to dust, heat, cold, and varying climatic conditions. Incumbent must be able to work varying hours and shifts.

QUALIFICATIONS

60 college credit hours preferred. 1-3 years previous law enforcement experience preferred.

CERTIFICATES/LICENSES

- Basic Texas Peace Officer License required.
- Intermediate Texas Peace Officer License preferred.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER