

Police Officer, Town of South Congaree (3 positions)

Job Category

Police

Employee Status

Full Time

Job Duties

The purpose of the class is to provide daily patrol and law enforcement service for the Town. The officers are responsible for police patrol, responding to emergencies, code enforcement and investigating alleged criminal violations. The officer works according to set procedures under direct supervision.

Performs vehicular patrols in Town area; controls traffic; assists motorists and persons in distress; issues traffic summonses, warnings, and citations; pursues, apprehends, and detains criminals, suspects, and traffic violators. Interviews complainants, victims, witnesses, and suspects in accordance with criminal investigation procedures; Gathers, summarizes, and formats case information; interprets applicable state statutes and municipal ordinances. Documents incident reports maintain records required for legal processes of court; serves as a witness in court proceedings.

Transport and escorts prisoners and mental patients to and from institutions and courts. Provides security at business establishments; may escort persons making bank deposits. May contact citizens and businesses regarding their law enforcement concerns. Promotes law enforcement cooperation and awareness with school and civic groups; establishes positive community relations. Cooperates with law enforcement officers of other state, local, and federal agencies in investigations. Works with the community outreach division for public education and attends speaking engagements.

Qualifications

Requires high school diploma or GED. Requires good written and verbal communication skills. Must display a positive attitude and a calm, professional demeanor. Must have successfully completed required law enforcement courses and possess required certifications. Analytical abilities necessary to make sound, logical decisions quickly, and sound judgment are required to act in the best interests of the citizens and the jurisdiction.

License and certifications. Valid South Carolina Driver's License. Must have completed the South Carolina Criminal Justice Academy (SCCJA) Class 1 LE or equivalent for out-of-state applicants (SCCJA Class 1 LE certification must be obtained within six months of appointment).

Pay Info

Salary \$52,000.00 per year firm with a \$1500.00 sign on bonus.

Three (3) Available positions.

To Apply:

- **By Email at townclerk@southcongaree.org
(Subject Line: Police Officer Application)**
- **Email completed application and Resume to:
townclerk@southcongaree.org**

Town of South Congaree
119 West Berry Road
West Columbia, SC 29172

Application can be located at the following link:

Deadline

Open till Filled

Equal Opportunity Employer Statement

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The Town of South Congaree does not discriminate on the basis of race, religion, color, sex, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”

Primary Contact

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