

City of Riverside

379 DEPOT STREET • RIVERSIDE, ALABAMA • 205.338.7692

VACANCY NOTICE

July 14, 2021

POSITION TITLE: Part-Time Officer - Riverside Police Department

PAY RANGE: \$15.40 - \$22.56 per hour

ANTICIPATED START DATE: Following successful completion of background check and drug screen.

POSITION BENEFITS:

- Retirement through RSA (with a City match)
- Direct Deposit

APPLICATION DEADLINE/PROCEDURE:

1. Position will remain open until filled.
2. A complete application file consists of:
 - A current City of Riverside employment application
 - Proof of any certifications when required.
3. Application forms may be downloaded on our website:
www.riverside-al.com or at Riverside City Hall.
4. Complete application files should be-
 - Dropped off or returned by mail to:
City of Riverside
Human Resources – PT Police Officer
379 Depot Street
Riverside, AL 35135

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-7692 ext. 4.

The City of Riverside is an equal opportunity employer. It is the official policy of the City of Riverside that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Riverside will make reasonable accommodations for qualified disabled applicants or employees.

City of Riverside

379 Depot Street · Riverside, Alabama 35135 · 205.338.7692 · Fax 205.338.9225

PART-TIME POLICE OFFICER

POSITION SUMMARY

The position of Part-Time Police Officer is one that provides public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. This position is responsible for law enforcement of city ordinances, and state and federal statutes in the protection of lives and property.

DUTIES

Responsibilities and duties will be as follows, but are not limited to:

- Enforce city ordinances, state and federal statutes, and traffic laws
- Investigate traffic accidents
- Conduct preliminary investigations on criminal offenses
- Direct traffic at civic functions, roadway hazards, etc.
- Assist rescue and fire personnel at routine calls
- Provide routine preventive patrol at businesses and in residential areas
- Respond to calls for service, both routine and emergency
- Unlock vehicles; assist stranded motorists
- Investigate emergency alarm calls
- Provide security at school events and civic functions
- Make recommendations to citizens regarding home security, child safety, neighborhood watches, etc.
- Complete booking forms, photographs, and relevant paperwork on all subjects arrested
- Perform routine tasks as required
- Perform all other job-related duties and tasks as assigned by the Police Chief or appropriate supervisor

QUALIFICATIONS

- Certification by the Alabama Peace Officers Standards and Training Commission.
- High School Diploma or equivalent.
- Valid driver's license and a driving record suitable for insurability
- Must be willing to work non-standard hours and overtime as required
- Must be willing to travel overnight to attend continuing education courses and workshops as required
- Must be physically able to perform the essential functions of the position
- Must possess computer skills to perform the essential functions of the position

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND SUPERVISION REQUIRED:

- Considerable knowledge of the geography of the City and its police jurisdiction
- Considerable knowledge of the rules and regulations of the police department
- Considerable knowledge of modern police methods and procedures with application to the policies of the department
- Working knowledge of pertinent federal and state laws and of Riverside City ordinances
- Skill in the use of firearms
- Skill to take oral and written statements
- Skill to maintain case files for investigations and prepare cases for presentation in courts of law
- Ability to understand and carry out both oral and written instructions and the ability to write and give oral instructions
- Ability to deal firmly and tactfully with other employees and the public

The City of Riverside, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.