



Human Resources Department
3468 North Fulton Avenue
Hapeville, GA 30354
(404) 669-2103

Job Announcement Reserve Police Officer

Department/Division: POLICE DEPARTMENT

FSLA Non-Exempt (3250)

Salary: \$11,700

Pay Grade: 1

Deadline for Submitting Applications: January 31, 2012

This position requires the completion of both the Application and the Police Questionnaire. Failure to submit both documents at the same time may result in your application being rejected. Make sure that all forms that need to be notarized are notarized at the time of submission of the application package. The City has Notaries on staff for your convenience.

This position is responsible for protecting life and property, recognizing and protecting Constitutional rights of citizens, and enforcing federal, state and local laws.

Qualified applicants must possess:

- **High School diploma or equivalent**
- **Valid Driver's License**
- **21 years of age**
- **United States citizenship**
- **No felony convictions**
- **Police Certification**

Duties and Responsibilities include, but are not limited to:

- **Patrolling assigned locations**
- **Responding to emergency calls**
- **Conducting preliminary investigations**
- **Apprehending Offenders**
- **Providing traffic direction**
- **Participating in court activities**
- **Maintaining peace and order in situations that violate or pose a threat to public safety**
- **Preparing and maintaining documentation/reports**
- **Providing information/assistance to the general public**

Additional qualifications may entitle you to additional compensation in salary to the annual salary listed above.

Applications are available on the City's Web site, www.hapeville.org, or in Human Resources, 3468 North Fulton Avenue, Hapeville, Georgia. Completed applications should be submitted back to Human Resources.

The City of Hapeville is an Equal Employment Opportunity Employer