



# JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES  
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501  
(816) 271-4670

**Position Title:** Police Officer  
**Wage Rate:** \*\$14.51/hr (\$30,188.93/yr)  
*\*After successful completion of probationary period, the rate will be \$16.13/hr (\$33,543.25/yr).*  
**FLSA Status:** Non-Exempt Position Subject To Overtime Provisions  
**Additional Information:** Applications will be taken year round.  
Please contact Human Resources for test dates and times.

## Job Summary

Enforces federal, state and local laws, statutes and ordinances. Protects the lives and property of citizens. Assists in the investigation on various cases.

## Job Scope

No supervisory or budgetary responsibilities.

## Essential Duties and Responsibilities

1. ANSWERS calls and engages in preventative routine patrols and warrant service arrest and search.
2. PERFORMS traffic law enforcement and traffic accident investigation.
3. READS and WRITES various reports. ENTERS reports into computer and performs filing when necessary.
4. APPEARS and TESTIFIES in state and municipal court.
5. LOCATES and INTERVIEWS witnesses, victims and suspects. COLLECTS evidence.
6. CHECKS suspicious persons, and completes field interview cards.
7. CONDUCTS preliminary investigations and interviews.
8. COLLECTS, PRESERVES and BOOKS evidence.
9. PROVIDES information and assistance to the general public.

## Other Duties and Responsibilities

1. PERFORMS desk duties in office when assigned.
2. ASSISTS other emergency service personnel when needed or required.
3. PERFORMS special detailed assignments as directed.
4. PERFORMS all other related duties as assigned.

## Required (Essential) Knowledge, Skills and Abilities

Skills in report writing, oral communications, firearms handling, operation of a motor vehicle and speed measuring devices. Knowledge of interrogating and interviewing procedures and identifying suspects. Knowledge of federal, state and local laws, ordinances and departmental policies and procedures. Knowledge of criminal, constitutional and traffic laws. Knowledge of City geography, criminal activities and criminals. Ability to make decisions of a serious nature and perform duties under varying degrees of physical and mental stress; and relate to, understand and empathize with the public. Skills in dealing with people and resolving conflicts. Some familiarity with operation of computers. Valid State of Missouri Driver's License required. No previous experience required for an entry level position. **Must be POST-certified in order to perform law enforcement duties or able to obtain POST-certification after appointment, but prior to performing law enforcement duties.** Newly appointed officers are required to complete three months of on-the-job training with a training officer prior to independently performing a full range of police duties. Semi-annual firearms qualifications required. Must be able to pass a City-specified physical agility, medical and written exam, and a pre-employment drug screening. Must maintain CPR certification.

## Material and Equipment Directly Used

Operates a variety of equipment including police vehicle, radio, radar equipment, breathalyzer equipment, weapons such as sidearm, shotgun, handcuffs, baton, mace flashlight and other related equipment. Also uses office equipment such as telephone, computer, copier, typewriter and photography equipment.

## Working Environment/Physical Requirements

Some work in an office setting with a controlled environment. Exposure to extreme weather conditions and highly intense situations. Extended sitting while conducting field operations. Physical activity includes bending, walking, lifting, standing, running and stooping. Exposure to environmental conditions such as dirt, dust, loud noise, fumes and sudden temperature change. May have exposure to blood and other bodily fluids. Visual acuity and color perception a must. Normal hearing ability essential. Occasional intense physical contact while affecting arrests. Occasional sprint in process of apprehending a suspect. Physical strength to subdue combative individuals. Must perform these functions in a range of conditions including residences, stairwell, traffic-ways and open areas over uneven surfaces. Must refrain from using tobacco products while on duty.

## Education

High school diploma or equivalent required. Associate's degree in Criminal Justice preferred.

**Passing of a drug screening required prior to appointment.**

**AN EQUAL OPPORTUNITY EMPLOYER**

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973,  
which requires that otherwise qualified handicapped individuals be protected from discrimination.

11/4/11