**CITY OF LILBURN, GEORGIA  
CLASS SPECIFICATION**

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**JOB TITLE:**  POLICE OFFICER  **JOB CODE:**  PD08

**PAY GRADE:**  16 **FLSA STATUS:** NE

**DEPARTMENT:** POLICE  **EFFECTIVE DATE:**  7/15  
 LAST UPDATE: 2/17

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**JOB SUMMARY:**

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

This position is a safety sensitive position that will require a pre-employment drug test and subsequent random drug and alcohol testing in accordance with the City of Lilburn’s Drug and Alcohol Free Workplace Policy.

**JOB DUTIES AND RESPONSIBILITIES:**

Job duties include, but are not limited to the following:

⏵ Patrols the city to detect and deter criminal activity and traffic violations; issues citations.

⏵ Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.

⏵ Conducts preliminary investigations into traffic accidents, crimes, and other incidents including interviewing victims, complainants and witnesses; gathering information and evidence; and securing crime scenes.

⏵ Apprehends, arrests, and processes offenders.

⏵ Transports prisoners.

⏵ Provides assistance and backup support to other officers and emergency service providers as necessary; administers CPR and first aid as necessary.

⏵ Directs traffic; provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings.

⏵ Makes presentations to local school, civic, and church groups regarding public   
 safety and department operations.

⏵ Testifies in judicial proceedings as necessary.

⏵ Completes all required reports and forms, including accident and incident reports.

⏵ Inspects and maintains an assigned patrol car, uniform, and equipment.

⏵ May serve as K-9 Officer, handling and training K-9’s to track criminals, find lost citizens, locate victims of natural disasters, and detect narcotics and bombs.

⏵ Serves criminal warrants.

⏵ Checks areas and buildings for security; examines businesses and licensed establishments.

⏵ May be assigned to special units, including child abuse, juvenile, and sex crime investigations, or special task forces.

⏵ May be assigned to special details or task forces, crime prevention, and Explorer Scout post adviser.

⏵ Attends ongoing training classes as required.

⏵ Performs other related duties as assigned.

**REQUIRED KNOWLEDGE & SKILLS:**

⏵ Knowledge of relevant federal and state laws, criminal and traffic codes, search   
 and seizure laws, city ordinances, and department policies and procedures.

⏵ Knowledge of traffic investigation techniques and procedures.

⏵ Knowledge of the geography and streets of the city.

⏵ Knowledge of first-aid and CPR techniques.

⏵ Knowledge of the court system and judicial procedures.

⏵ Skill in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment.

⏵ Skill in interrogation and interviewing techniques.

⏵ Skill in restraining persons without causing physical harm.

⏵ Skill in operating a computer.

⏵ Skill in public and interpersonal relations.

⏵ Skill in oral and written communication.

**PHYSICAL DEMANDS:**

⏵Positions in this class require: climbing, balancing, stooping, kneeling,   
 crouching, reaching, standing, walking, pushing, pulling, lifting, fingering,   
 grasping, feeling, talking, hearing, seeing and repetitive motions.

⏵Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20   
 pounds of force frequently, and/or up to 10 pounds of force constantly to move   
 objects. The employee occasionally uses tools or equipment requiring a high degree   
 of dexterity, and must be able to distinguish between shades of color, and use   
 physical force necessary to restrain persons.

⏵Incumbents may be subjected to odors, dusts, chemicals, extreme temperatures,   
 inadequate lighting, workspace restrictions, intense noises, contagious   
 or infectious diseases, occasional inclement weather, and life-threatening situations.   
 The work requires the use of protective devices..

⏵This position may require: 24 hour on call assignment, overtime, or working   
 weekends, holidays, and rotating shifts.

**MINIMUM QUALIFICATIONS:**

⏵High School Diploma or G.E.D;

⏵Must be a U. S. Citizen and 18 years of age to be eligible for Georgia P.O.S.T.   
 certification;

⏵Valid Georgia Driver’s License;

⏵Must successfully complete a comprehensive background investigation   
 including criminal, controlled substance, credit, driving, and work history.