



## **Job Announcement**

### **February 20, 2019**

---

City of Live Oak is currently accepting applications for the position described below.

City of Live Oak is an Equal Opportunity/Affirmative Action employer.

---

#### **Job Title:**

Police Officer (Patrol)

#### **General Statement of Duties:**

The purpose of this position is to protect life and property, assist victims of violent crimes, apprehend criminals, prevent crime, and enforce state laws and local ordinances. This is accomplished by responding to 911 calls for service, gathering information, investigating traffic accidents, arresting subjects, patrolling the City, assessing the needs of victims and providing appropriate resources, and establishing a relationship with businesses and citizens. Job Duties and other responsibilities, including but not limited to the processing of Live Oak Municipal Court warrants; the processes required for the municipal warrant service; municipal bailiff duties; and any other job duties as assigned by the Chief of Police or his designate.

#### **Essential Functions:**

Responds to emergency and non-emergency calls for service by acknowledging the dispatch; assessing the response priority; driving to the location; contacting victim, complainants, and witnesses; gathering information to determine if a crime has been committed; requesting additional resources if needed; arresting subjects if appropriate; and completing incident reports.

Performs self-initiated patrol activities by actively looking for violations of state statutes, traffic laws, and City ordinances; enforcing traffic laws through traffic stops; contacting residents and business owners to identify quality of life issues; following up with citizens about prior complaints; conducting property checks; serving subpoenas and warrants; and making referrals to the appropriate City/County agency when appropriate.

Conducts preliminary basic investigations by responding to incident locations; determining the type of incident; locating and identifying complainants, victims, and witnesses; identifying possible suspects; recording information; collecting and submitting evidence; completing the incident report; and obtaining warrants for suspects.

Conducts traffic accident investigations by responding to the accident location; checking for injuries; clearing the roadway; interviewing involved parties and witnesses;

*\*This job description does not take into account potential reasonable accommodations for the purpose of Compliance with the Americans with Disabilities Act (ADA).*

completing reports; issuing traffic citations; following up with any injured parties at the medical facility; and securing the scene if required.

Appears in Court by complying with scheduled court dates; answering subpoenas to appear on days other than regularly scheduled dates; reviewing reports and notes; testifying; discussing the case with the District Attorney and Defense Attorney as appropriate; and assisting in contacting witnesses and serving subpoenas.

**Required Experience and Training:**

Level of knowledge equivalent to four years of high school or equivalency. Work requires knowledge necessary to understand basic operational, technical, or office processes.

**Required Certificates and Licenses:**

Basic Certification by (TCOLE) the Texas Commission on Law Enforcement and Valid Driver's License.

**Starting Salary:**

\$47,067.83 - Annually - Step increase after successful six month probation.

**Benefits:**

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) The City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

**Closing Date:**

Open until filled

**Applications and additional information can be found on the city's web site:**

**<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>**

**\*Please refer to Current Job Opportunities for additional information concerning the new Police Hiring Process.**

---

Applications will be accepted by fax at 210-653-0015, can be emailed to [hr@liveoaktx.net](mailto:hr@liveoaktx.net); mail applications to the address listed below on the official application form. Office hours are between the hours of 8:00 a.m. and 5:00 p.m. Applications and additional information is available at \* [www.liveoaktx.net](http://www.liveoaktx.net) \* or by contacting: *City of Live Oak Human Resources* \* 8001 Shin Oak Drive \* Live Oak, TX 78233 \* 210-653-9140\*

*\*This job description does not take into account potential reasonable accommodations for the purpose of Compliance with the Americans with Disabilities Act (ADA).*