



Position Vacancy Notice

Tyler Junior College

Tyler, TX

January 24, 2024

Tyler Junior College (TJC) is seeking highly motivated individuals who will thrive in a dynamic environment. TJC is dedicated to providing a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life, and community service. We strive to be a premier institution of higher education and have an outstanding record of academic quality, offering bachelor's degrees, associate degrees, certificates, and technical training programs.

JOB TITLE Police Officer – Campus Police
REPORTS TO Sergeant, Lieutenant, or Chief of Police, Campus Police

CLASSIFICATION Support
STATUS Full-time, Regular 12 mo., Non-Exempt
PAY BASIS \$58,500 annually

Number of Positions 2

BENEFITS

- Health insurance (100% of the employee portion paid by the college);
- Dependent health insurance available with the college paying \$119.69 of the \$239.39 premium
- Optional dental, vision, life insurance;
- Optional TIAA retirement plan with institution matching
- All employees are a member of the Teacher's Retirement System;
- Employee and dependent scholarships allow the employee and eligible dependents to have tuition-free enrollment at Tyler Junior College.

You can view the full benefits here: <https://www.tjc.edu/EmployeeHandbook>

To apply, please go to: <https://www.schooljobs.com/careers/tjc/jobs/4187677/campus-police-officer>

POSITION DESCRIPTION*

Function: To enforce the law, provide service, information, and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Scope: Responsible for enforcement duties for the protection, safety, and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of the Tyler Junior College District, including primary jurisdiction in all counties where the Tyler Junior College District has real property interest and secondary jurisdiction in all other Texas counties. Exercises independent judgment within the limits prescribed by law, Board of Trustee Policy, institutional rules and regulations, and Tyler Junior College Police Department policies and procedures.

ESSENTIAL FUNCTIONS and DUTIES

- Perform law enforcement duties on the property under the control and jurisdiction of the Tyler Junior College District.
- Preserve the peace by using all lawful means, interceding, when authorized by law, to prevent or suppress crime.
- Investigate criminal offenses to detect and arrest criminals and recover stolen or lost property.
- Enforce traffic law by detecting violations, making violator contacts, placing violators in custody, or issuing citations or warnings.
- Give testimony in the criminal courts of this state and the United States. are various written reports narrating law enforcement and police activities.
- Perform other related duties as required

COMPETENCIES

Knowledge, Skills, and Abilities.

Proficient with all equipment utilized in the performance of assigned duties, including but not limited to firearms, restraints, less-lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment.

QUALIFICATIONS

Required Education

- High School Diploma or GED, successfully completed a TCOLE approved Basic Peace Officer Course, has passed the TCOLE exam.

Credentials: Certifications/Licensures

- Must possess a peace officer license issued by the Texas Commission on Law Enforcement.

- Must possess a valid driver's license and be eligible to drive a College-owned and/or leased a motor vehicle

Other Expectations

- Must successfully pass a thorough background investigation
- Must be able to provide credible testimony in a court of law

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

- Working conditions involve exposure to variable weather conditions and working days, evening, or night with varying days off and holidays
- Work involves a degree of hazard
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.

****The position description is not inclusive of all responsibilities and expectations and may be amended with or without prior notice.***



This document is intended for informational purposes only and does not constitute any agreement on the part to Tyler Junior College to provide employment to or benefits for any prospective, active, or retired employee regardless of status or classification. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.