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**Position Vacancy Notice**

**Tyler Junior College**

**Tyler, TX**

**January 29, 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** Sergeant– Campus Police  
**REPORTS TO** Lieutenant, Chief of Police - Campus Police  
**CLASSIFICATION** Support  
**STATUS** Full-time, Regular 12 mo., Non-Exempt  
**PAY BASIS** \$67,000 annually

**NUMBER OF POSITIONS** 4

**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, and 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.

**APPLICATION DEADLINE** Open Until Filled

To apply: <https://www.schooljobs.com/careers/tjc/jobs/4187791/campus-police-sergeant>

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## POSITION DESCRIPTION\*

**Function:** To provide supervisory and enforcement skills in the commissioned law enforcement services of the Tyler Junior College District.

**Scope:** Responsible for supervising police personnel engaged in law enforcement duties associated with the protection, safety, and welfare of students, employees, visitors, and property within the area under the control and jurisdiction of the Tyler Junior College District. Exercises independent judgment within limits prescribed by law, Policies, and Procedures of the Board of Trustees, institutional rules and regulations, and Chief of Police departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

## ESSENTIAL FUNCTIONS and DUTIES

- Perform law enforcement duties on the property under the control and jurisdiction of the Tyler Junior College District.
- Provide effective leadership to those within their assigned shift.
- Preserve the peace by the use of 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, and investigative and surveillance equipment.

## QUALIFICATIONS

Required Education: Meet Intermediate Proficiency Certification requirements of the Texas Commission on Law Enforcement and have been awarded the certification at the time of the promotional assessment.

## EXPERIENCE

Required: At the time the promotional assessment is undertaken, the applicant must have five years of patrol experience as a full-time commissioned police officer.

### *Other Expectations*

- Must successfully complete the promotion assessment, including passing a written promotion exam administered by the Chief of Police
- Must successfully pass a thorough background investigation if not already employed by TJC.
- Must be able to provide credible testimony in a court of law
- Applicants must not have any disciplinary action above the level of verbal counseling within twelve months of applying.

## 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 the 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.