



City of Midlothian
Public Campus Officer

Strong Foundations. Bright Futures.

SALARY	\$27.34 - \$39.64 Hourly \$4,738.24 - \$6,870.45 Monthly \$56,858.88 - \$82,445.38 Annually	LOCATION	TX 76065, TX
JOB TYPE	Full Time	JOB NUMBER	2425-00568
DEPARTMENT	Police (19)	OPENING DATE	04/11/2025

Position Summary

Starting Hiring Range: \$52,858.88-69,652.13

The purpose of this position is to provide security essential to the operations of the City by ensuring a safe and orderly environment. This is accomplished by identifying and apprehending criminal violators; controlling and maintaining public order and safety; and promoting professionalism and collaboration with city staff and patrons.

Essential Job Functions

- Responds to dispatched calls for all types of police services including motor vehicle crashes, assaults, domestic disturbances, thefts and other criminal or civil complaints; first responder to terrorist attack, man-made and natural disasters. May assist with traffic accidents occurring on the public parking area and streets surrounding their assigned facility; issues citations and testifies in legal proceedings; conducts investigations of criminal offenses at their assigned facility; participates and provides accurate reports/testimony in internal investigations; searches for missing persons; and attends to all public safety incidents.
- Enforces state laws and municipal ordinances by using appropriate force while adhering to departmental policies and safety protocols, and subduing, detaining, or making arrests using appropriate force.
- Ensures the safety and security of patrons and staff at all times by conducting regular security foot patrols in and around their assigned facility, including parking lots; monitoring for suspicious activities and public safety incidents; identifying and deterring criminal activity and public safety hazards; and enforcing security protocols. This includes providing a high level of law enforcement visibility to deter crime and provide a sense of security, intervening and mediating in crisis situations and all types of disputes, and referring patrons with non-law enforcement problems to appropriate social service agencies.
- Provide security for Council and other Committee Meetings occurring at the Midlothian City Hall.
- Communicates effectively over law enforcement radio channels while responding to calls for service, often under stressful conditions.
- Communicates with appropriate personnel, including other officers, detectives, and district attorney's office, regarding cases.
- Executes misdemeanor and felony warrants of arrest when necessary to prevent violence within and around the general area of their assigned facility.
- Prepares detailed reports documenting arrests or offenses, security incidents, and other activities as required.

- Aids City staff and patrons by providing guidance/directions to patrons and security for their assigned facility, while fostering a service-oriented approach to law enforcement.
- Provides premier customer service to patrons by acting and responding in a positive, timely, effective, safe and professional manner.
- Oversees and operates applicable security systems, including surveillance and building access systems.
- Receives various packages and deliveries in coordination with the Administration Department.
- May assist with special projects and performs all other duties as assigned.

Education and Experience

High school diploma or GED equivalent, is required.

If served in the U.S. military: must have been honorably discharged and will be required to provide DD-214.

Must be at least 21 years of age.

Must be a United States Citizen.

Three (3) years of full-time experience as a licensed peace officer in a similar role or as a patrol officer.

Knowledge, Skills, and Abilities

- Knowledge of and ability to correctly interpret modern police principles, methods, and practices; state, federal, and local criminal and juvenile laws and statutes and procedures; Texas criminal justice and court systems, and the principles of criminal justice records management; duties, powers, authorities, and limitations of a licensed peace officer; investigative and interrogative procedures, and protocols for observation of critical details; local community issues and regional community resources available to citizens.
- Ability to communicate in a clear, effective, and concise manner, both orally and in writing.
- Skilled in analyzing, negotiation and mediation techniques, problem solving techniques, investigating crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Ability to exercise good judgment and make sound decisions under stress.
- Skilled in the care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Skilled in and ability to work as a team member with other law enforcement and multi-jurisdictional agencies.
- Ability to effectively communicate with and elicit information from distraught and irate individuals.
- Ability to follow instructions, safety practices, procedures, and perform work accurately and thoroughly which requires performing multiple tasks simultaneously under time pressures, intense stress, and deadlines.
- Skilled in the operation of communications equipment, computer, two-way radios, and required equipment.
- Ability to establish and maintain effective and harmonious working relationships with all people.
- Ability to correctly interpret, explain, and apply laws, rules, operations, practices, procedures, regulations, and policies.
- Ability to be punctual and attend work regularly.
- Ability to appear and testify in court.
- Ability to be organized and have efficient management of time and deadlines.
- Ability to maintain confidentiality.
- Knowledge and ability to utilize computers and applicable software on a daily basis including: Microsoft Office Suite, CRIMES CAD system, PSRS, and Identix.
- Ability to allocate and utilize limited resources in a cost-effective manner.
- Ability to regularly interact with others and exchange and receive of information, providing effective and tactful customer service, and work independently with a high level of discretion.
- Ability to be punctual and attend work regularly.

Special Requirements:

Must successfully complete all required training.

Must be able to work during inclement weather, be available for call back, and irregular work hours including rotating shifts, nights, evenings, weekends, and holidays.

Must maintain a level of physical fitness to meet department standards.

Must meet the following physical requirements, in addition to any TCOLE requirements for a licensed peace officer:

- Possess visual acuity to the extent that both eyes are correctable to at least 20/20 binocular vision. Vision capable of distinguishing basic color groups against a favorable background. No significant interference with night vision.
- Must have a functional sense of smell.
- Uncorrected hearing with no loss greater than 25 dB in the 500, 1000, 2000, or 3000 hertz frequencies as measured by an audiometer.

Must be able to pass a comprehensive background check, CJIS and fingerprint check, and have the ability to comply with state and federal requirements for criminal justice information security standards.

Must successfully pass an annual firearms qualification and maintain proficiency in firearms.

This position is subject to random drug and alcohol testing during the course of employment.

Licenses & Certifications:

Must possess and maintain a valid Texas driver’s license with acceptable driving record as established by the City of Midlothian driving standards.

Texas Commission on Law Enforcement (TCOLE) Peace Officer Certification is required and must be maintained throughout employment.

Work Environment:

Works primarily in climate-controlled office environment. Overall physical demands require exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly. May be required to lift or carry heavy objects over 170 lbs. and physically restrain a resisting person. Physical demands also require continuous walking; frequently standing and sitting; and frequently reaching, bending, twisting, kneeling, and crouching. Work may cause light fatigue of eyes and fingers because of routine use of motor senses.

Employer

City of Midlothian

Address

215 N. 8th Street

Midlothian, Texas, 76065

Phone

972-775-7198

Website

<http://www.midlothian.tx.us>

Public Campus Officer Supplemental Questionnaire

***QUESTION 1**

Are you at least 21 years of age, as required for this position?

Yes

No

***QUESTION 2**

Are you currently a United States citizen, as required by TCOLE for this position?

Yes

No

***QUESTION 3**

Do you currently possess a high school diploma or GED as required for this position?

Yes

No

***QUESTION 4**

Do you have at least three (3) years of full-time experience as a licensed peace officer in a similar role or patrol officer?

Yes

No

***QUESTION 5**

If you have served in the U.S. military, have you provided proof of discharge (DD-214) as an attachment to this application?

N/A

Yes

No

***QUESTION 6**

Do you currently possess a valid driver's license?

Yes

No, but I understand that I am required to possess a valid driver's license as a term of employment for this position.

No

***QUESTION 7**

Please provide your driver's license number and state, if you do not currently have a driver's license put N/A.

***QUESTION 8**

The city's standard for driving positions requires employees to not have more than two (2) traffic citation convictions in two (2) years. Do you currently have more than two (2) traffic citation convictions in the past two (2) years?

Yes

No

***QUESTION 9**

As required by this job, do you have functional sense of smell?

Yes

No

***QUESTION 10**

As required by this job, do you have uncorrected hearing with no loss greater than 25 dB in the 500, 1000, 2000, or 3000 hertz frequencies as measured by an audiometer?

- Yes
 No

***QUESTION 11**

Have you used or possessed a drug classified as a hallucinogenic within seven years prior to application for employment?

- Yes
 No

***QUESTION 12**

Have you used or possessed marijuana or THC within two years prior to application for employment?

- Yes
 No

***QUESTION 13**

Have you used or possessed a drug not mentioned above, including cocaine, within three years prior to application for employment?

- Yes
 No

***QUESTION 14**

Have you used or possessed a drug while employed in any law enforcement capacity, military police or as a student enrolled in college accredited courses related to the criminal justice field?

- Yes
 No

***QUESTION 15**

Have you sold, manufactured or cultivated a drug or illegal substance?

- Yes
 No

* Required Question