

## McLENNAN COMMUNITY COLLEGE VACANCY ANNOUNCEMENT

**POSITION TITLE:** POLICE OFFICER, CAMPUS POLICE  
**DIVISION:** Finance & Administration  
**SALARY GROUP:** Non-Exempt  
**HOURLY WAGE:** \$19.23 Per Hour

**Submit the following:**  
Online Employment Application  
Resume  
Copies of High School/GED Transcripts  
TCOLE Personal Summary Report

**Application will not be considered until ALL required documents are received.**

**\*\*\*\*\*POSITION OPEN UNTIL FILLED\*\*\*\*\***

### **LOOKING FOR INDIVIDUALS WHO EXEMPLIFY OUR COLLEGE VALUES:**

**Communications:** We will be open and courageous in our communication with students and with one another. We will communicate decisions and the reasons for them. **Excellence:** We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish our mission. **Inclusiveness:** We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to create a welcoming environment where our diverse community of students and employees learn, teach, and work together. **Integrity:** We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair in our decision-making and actions. **People:** We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and community when we work as a team.

### **GENERAL POSITION DESCRIPTION:**

The overall purpose of this job is to protect and service the students, faculty, and staff of McLennan Community College. We are also here to uphold the laws of the State of Texas and also the policies and the guidelines of the College. This position reports to the Director of Public Safety/Chief of Police and exercises no supervision.

**NOTE:** This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for this position.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified, which may include related certification or practical training. A current Texas Peace Officer license required.

**Experience:** Two years' of increasingly responsible experience in police operations. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### **SPECIAL QUALIFICATION REQUIREMENTS:**

**License or Certificate:** Possession of, or ability to obtain a First-aid Certificate and a CPR Certification.

Must have a valid driver's license and be insurable under college automobile policy with an ability to maintain insurability.

### **SELECTION CRITERIA:**

**Knowledge of:** 1.) Pertinent Federal, State, and college laws, rules, and regulations. 2. Principles, practices, and procedures of campus security. 3. Principles, practices, and police procedures of safety and crime prevention. 4. Principles and procedures of record keeping and reporting. 5. Criminal and traffic violation investigation techniques and procedures. 6. First Aid. 7. Radio and cellular telephone equipment; weapons used in the course of police work. **Skills in:** 8. Communicating effectively and calmly to the public and others encountered during the course of work. 9. Use of technology such as computers, cell phone, and radios. 10. Maintaining and proficient use of a hand gun, and additional weapons. **Ability to:** 11. Be in, and maintain good physical condition, including the ability to stand, sit, walk, and run. 12. Walk the campus in all types of weather and climb stairs in and outside of buildings. 13. Use a computer to log reports as needed. 14. Assist with criminal and traffic violation investigations. 15. Recognize and take corrective measures to provide protection. 16. Cooperate with area law enforcement agencies. 17. Administer basic first aid. 18. Assemble information and write incident reports. 19. Communicate clearly and concisely, both orally and in writing. 20. Establish and maintain cooperative working relationships with those contacted in the course of work.

### **WORKING CONDITIONS:**

Exertive-Significant exertion on a daily basis. Awkward positions and sustained activities require strength. Frequent moderate lifting is required. Significant Risk-Significant risk of injury or loss of life, which can be partially controlled by use of significant safety precautions. In addition, actions can result in significant risk to others.

### **BENEFITS:**

Health Insurance, retirement plan, sick leave, vacation, and holidays. Eligible employees and dependents may take college courses tuition free. Participation in Medicare Part A, but not Social Security (FICA).

### **APPLICATION PROCESS:**

Interested and qualified applicants should submit application materials to: <https://www.schooljobs.com/careers/mclennan>.

MCC uses E-Verify to confirm the employment eligibility of all newly hired employees. For more information visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). Please feel free to contact this office regarding the status of your application.

*MCC provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>*