

CITY OF COTTONWOOD SHORES

Human Resources Division

3808 Cottonwood Dr.
Cottonwood Shores, TX 78657

(830) 693-3830 Office

(830) 693-6436 Fax

chief.liendo@cottonwoodshores.org

www.cottonwoodshores.org

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: **PATROL OFFICER I (Level 1)**

DEPARTMENT / DIVISION: Police Officers are under general supervision and are responsible for providing police protection to the citizens and businesses of the City of Cottonwood Shores; performs law enforcement and crime prevention work; performs daily patrol duties including controlling traffic flow and enforcement of State and local traffic regulations; provides for the protection of life and property within the community and the enforcement of local, State, and Federal, regulations, codes, and ordinances; performs investigative work and other special assignments; and perform a variety of technical and administrative tasks in support of the Department. This is a sworn full-time position.

JOB DESCRIPTION Receives direct supervision from Chief of Police with general supervision from higher level positions or management staff, but may provide limited supervision to entry level staff. Answer and log calls, respond to citizen inquiries, concerns, and complaints; generate reports from citizen calls; maintain records; data entry and complete work orders. Establish and maintain effective working relationships with staff and general public; maintain a courteous and professional demeanor when situations of conflict arise. Perform related duties as assigned. Must be able to read and write English;

MINIMUM QUALIFICATIONS AND EXPERIENCE: High school diploma or equivalent; some college or law enforcement training preferred. Minimum of two (2) years law enforcement experience with knowledge of standard operational procedures and knowledge using dispatch and communication equipment preferred.

Must be able to report to work during all types of inclement weather, disasters, and/or emergency situations. within 30 minutes or less.

- At the time of application, you must possess a current and unrestricted Texas Peace Officer's license (Certification) issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).
- All applicants must be a U.S. Citizen and 21 years of age.
- Valid Class "C" Driver's License with acceptable driving record.
- All qualified applicants MUST complete and submit a TCOLE personal history statement and required documentation.
- Qualified applicants must pass a drug test, psychological and physical examination as well as a criminal background check. (Not required if the applicants have valid L-1 and L-2, and less than 180-day break in service.
- Qualified applicants must submit to Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility.
- All candidates must be of good moral character and able to communicate with the public, and be available for shift work, weekends and holidays.
- Other duties as assigned.

Preferred: Two-years experienced Peace Officer and Basic Law Enforcement Certificate from TCOLE

**SALARY
INFORMATION:**

Starting Pay - \$38,646.40 annually or approximately \$18.58 an hour

- **Employer provided medical, dental, life insurance for employee**
- **Two weeks' vacation accrual after one year of service, increases with tenure**
- **12 paid holiday annually**
- **8 hours' sick leave accrued monthly**
- **Retirement benefits**

**CONTACT
INFORMATION:**

Police Division
3807 Cottonwood Dr.
Cottonwood Shores, TX 78657
(830) 693-1410 - Non-Emergency Number
chief.liendo@cottonwoodshores.org

**ADDITIONAL
INFORMATION:**

Must pass a medical examination and drug screening test as authorized by law and continually comply with the City's Alcohol and Substance Abuse Policy.

DATE POSTED: AUGUST 05, 2021

LAST DAY TO APPLY: OPEN TILL FILLED

Equal Opportunity Employer/Male/Female/Disabled/Veteran

EOE/M/F/D/V Employer promoting a Drug Free Environment