

Trinity Valley Community College

Human Resources 100 Cardinal Drive Athens, TX 75751

903-675-6202 Fax: 903-675-6248 (Please call and verify fax was received.)

www.tvcc.edu

VACANCY ANNOUNCEMENT

TITLE: Campus Police Officer

LOCATION: Athens Campus

SALARY: \$32,834 - \$40,743

MONTHS TO BE WORKED: 12 months

APPLICATION DEADLINE: November 30, 2020 or until filled.

QUALIFICATIONS: High school diploma or GED, successful completion of a TCOLE approved Basic Peace Officer Course, and has passed the TCOLE exam for peace officers. Current State of Texas peace officer license in good standing. One (1) year related experience preferred. Ability to respond quickly to emergency situations which may not be familiar. Ability to work under pressure, occasionally for long periods of time. Ability to work a flexible schedule, including weekends and holidays. Ability to work with appropriate safety related gear including a bullet proof vest, firearms, handcuffs, etc. Basic knowledge of personal computers. Ability to physically and mentally perform the essential duties of the job, with or without accommodation.

DUTIES AND RESPONSIBILITIES: Patrol campus grounds and perimeter on foot and/or in a patrol vehicle to insure a safe environment; including: traffic enforcement, emergency response, law enforcement, etc. Coordinate and provide for the delivery of law enforcement, security, and emergency services to campus. Receive, investigate and complete reported complaints, and other investigative services as requested. Coordinate criminal prosecutions with federal, state and/or local police agencies and with prosecutors' office(s) for criminal incidents. Serve as liaison with other social service agencies. Develop, coordinate and implement crime prevention and community policing programs and projects. Provide leadership and training to new officers on campus. Assist in the coordination and patrol of special and sporting events as required. Assist in the administration of the department as required or requested. Provide specific training to fellow officers in specialized job related areas. Cooperate with local law enforcement, criminal justice and emergency response agencies on matters of mutual interest. Assist the public with vehicle jump starts, requested information, and escorts. Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS: May be subjected to adverse working conditions or physical conditions including possible injury in apprehension of violators of codes. 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. Good physical condition and vision, ability to hear and speak. May be required to work irregular hours.

TO APPLY: Submit TVCC application and resume to Human Resources, Trinity Valley Community College, 100 Cardinal Drive, Athens, TX 75751. All documentation must be received on or before the application deadline. Applications are available on the following website www.tvcc.edu. Applications will be reviewed and selected applicants will be contacted for interviews. All TVCC positions are security sensitive and require a criminal background check.

Note: The Immigration Reform and Control Act of 1986 requires we employ only U.S. citizens and aliens authorized to work in the U.S. New employees must present documents verifying identity and right to accept employment (see Form I 9). No one will be placed on the College payroll until all employment procedures are fully satisfied. Information contained on this vacancy announcement is subject to correction as a result of typographical error, omission, or changes resulting from institutional restructuring and/or funding.

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Director of Human Resources, 100 Cardinal Drive, Athens, TX phone: 903-675-6215, e-mail: humanresources@tvcc.edu.

If special accommodations are needed, please call Human Resources.