

GORDON POLICE DEPARTMENT
POLICE OFFICER
JOB DESCRIPTION

POSITION TITLE: Police Officer

GENERAL SUMMARY: Under direction of the Chief of Police, performs all law enforcement functions including shift patrol, investigation, interrogation, and courtroom testimony.

ESSENTIAL FUNCTIONS:

- Display honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establish and maintain cooperative working relationships with those contacted in the course of work.
- Regular attendance that is punctual and dependable is required.
- Enforces state laws, local ordinances and traffic laws
- Identifies, collect and preserves evidence
- Mediates domestic disputes
- Prepares various reports and documents to complete investigations
- Presents evidence and testimony in judicial settings
- Maintain effective community relations
- Provide assistance to neighboring governments per mutual aid agreements
- Cooperation with and assistance to appropriate prosecuting authority
- All duties as required by City ordinances
- All duties as required by state statute
- Other duties as assigned by the Chief of Police

KNOWLEDGE, SKILLS & ABILITIES:

- Applicants must a U.S. citizen, 21 years of age, a high school graduate or GED equivalent and possess a valid driver's license
- Able to communicate knowledge and experience in an effective manner
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws
- Participation in continuing education or law enforcement certification updates as may be necessary, or as may be required by state statute
- Able to lift at least 50 pounds

ENTRY LEVEL REQUIREMENTS:

- Certified law enforcement officer or the ability to be certified within one year of hire
- Bachelor's degree preferred
- Meet required psychiatric test standards

WORKING CONDITIONS:

- Must reside within city limits
- On call at all times for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, holidays, and on call.
- Regular interaction with abnormal human behavior
- Duties may be hazardous and life threatening
- Perform duties in all weather conditions
- Bloodborne Pathogens: There may be exposure to blood, body fluids, or tissues.
- Employee will be required to take necessary training and any required vaccinations, paid for by the City of Gordon.

The Gordon Police Department is an Equal Opportunity Employer.

Interested Applicants can send a resume and application, available on the website, to

Chief Clay Heath
PO Box 311 North Oak Street
Gordon, Nebraska 69343

This position is subject to a veteran's preference pursuant to Neb. Rev. Stat. 48-227.

To request applications call 308/282-0837 or 308/282-0308