



## **Job Specification**

**Job Title: Public Safety Lieutenant**  
**BCAT Code: 801X AA**  
**Pay Grade: 16**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Performs supervisory work directing the law enforcement activities of the university's police department.

### **Examples of Duties**

- Directs and supervises other officers in the performance of security and traffic control duties.
- Conducts meetings and conferences with officers to interpret university law enforcement policies, regulations, and problems involving the security and protection of campus facilities and students.
- Directs personnel in administering traffic citations, arrest sheets, warrants and student complaints, and prepares departmental reports.
- Assists in developing the departmental training program.
- Plans, schedules and supervises traffic and traffic control activities during special events.
- Conducts security and traffic control studies; makes necessary recommendations for increased efficiency.
- Maintains liaison with outside law enforcement agencies in implementing and coordinating the law enforcement program.
- Oversees the maintenance of patrol vehicles and related law enforcement equipment.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of civil and criminal codes of the state of Georgia.
- Thorough knowledge of legal terminology and court procedures as they apply to investigations.
- Considerable knowledge of the responsibilities, functions and procedures of the GSU police department.
- Ability to adapt policies and laws to a variety of situations.
- Ability to plan, assign and supervise work of subordinate officers.
- Ability to maintain effective relationships with others.
- Ability to enforce laws and regulations.

### **Minimum GSU Hiring Standards**

High School diploma or GED and four years of law enforcement experience, including two years of supervisory experience. Georgia POST certification as a Law Enforcement Officer.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*