



Job Specification

Job Title: Public Safety Officer I
BCAT Code: 820X AA
Pay Grade: G11

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

General Description

Performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on university property and apprehending violators within police jurisdiction.

Examples of Duties

- Patrols campus areas on foot or by motorized vehicle; issues citations and warnings.
- Directs traffic and enforces traffic laws and regulations.
- Maintains watch over buildings and grounds; checks doors and windows.
- Observes and/or investigates suspicious actions or persons, and dangerous or defective conditions.
- Reports and investigates accidents, vandalism, thefts and fire.
- Assists in the location of lost or stolen property.
- Gives directions and other information to the public as requested.
- Maintains records of accidents and investigations.
- Gives warnings and issues tickets to the public.
- Advises students, faculty, and staff on campus regulations.
- Investigates traffic accidents, questions drivers and witnesses, and assists injured; records pertinent data describing scene and circumstances.

Knowledge, Skills and Abilities

- Considerable knowledge of standard police practices and procedures.
- Knowledge of the GSU campus and its traffic patterns.
- Knowledge of first aid.
- Knowledge of fire prevention techniques.
- Effective oral and written communication skills.
- Ability to understand and carry out oral and written instructions.
- Ability to conduct investigations and prepare reports.
- Ability to enforce campus regulations.

Minimum GSU Hiring Standards

High school diploma or GED and must be a U.S. citizen; a minimum age of twenty; not have been convicted of a felony or have an adverse driving history; have 20/20 vision or corrected 20/20 vision; be willing to undergo a polygraph test, physical exam, fingerprinting and drug screening test; have the physical ability to perform the essential job functions; must be able to pass thorough background investigation. Valid Georgia Driver's License required at the time of employment.

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.