



**Job Specification**

**Job Title: Public Safety Officer II**  
**BCAT Code: 820X AC**  
**Pay Grade: 12**

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

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**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.
- Considerable knowledge of the GSU campus and its traffic patterns.
- Considerable knowledge of first-aid and 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 one year of law enforcement 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.*