



Job Specification

Job Title: Public Safety Corporal

Georgia State University

General Description

Performs limited supervisory field and administrative work. Work involves responsibility for supervising security and safety operations on an assigned shift.

Examples of Duties

Assumes full charge of shift in absence of higher level supervisor.

Keeps records and makes reports of work performed and information to be used.

Maintains daily office records.

Reports and investigates thefts, vandalism, fires and accidents.

Assembles factual material for presentation in reports.

Advises students, faculty, staff and visitors of various police regulations.

Patrols campus areas on foot or by motor vehicle; issues citations and warnings, directs traffic

and makes investigations. Maintains watch over buildings and grounds; checks doors and windows. Assists in the location of lost or stolen property. Directs traffic and enforces traffic laws and regulations. Advises students on campus regulations. Investigates traffic accidents, questions drivers and witnesses and assists injured; maintains records of accidents and investigations.

Knowledge, Skills and Abilities

Considerable knowledge of university police rules and regulations.

Knowledge of modern police procedures.

Knowledge of first-aid.

Effective oral and written communication skills.

Effective time management skills.

Ability to tactfully deal with people.

Ability to assign and supervise work of lower level police officers.

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.

Office of Human Resources Classification Section Minimum GSU Hiring Standards

High school diploma or GED and two years law enforcement experience. Certification as a Police Officer.

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Office of Human Resources Classification Section