



## **Job Specification**

**Job Title: Public Safety Lieutenant**

### **Georgia State University**

#### **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.

*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 four years law enforcement experience including two years supervisory experience. Certification as a Police Officer.

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**Office of Human Resources      Classification Section**