



Job Specification

Job Title: Public Safety Sergeant

Georgia State University

General Description

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

Examples of Duties

Supervises security operations on an assigned shift.
Assumes command of officers in absence of Lieutenant.
Instructs and assists officers in more difficult phases of their work.
Gives directions and instructions on campus regulations to visitors.
Supervises control of traffic for special events.
Answers questions and resolves complaints of visitors.
Participates in the training of police officers.
Investigates thefts, vandalism, fires and accidents.
Assembles factual material for presentation in reports.
Serves at desk, receives telephone calls, assigns and dispatches officers as necessary.
Performs routine security functions such as patrolling the campus, directing traffic and issuing
tickets.

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.

Minimum GSU Hiring Standards

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

High school diploma or GED and three years law enforcement experience including one year of supervisory experience. Certification as a Police Officer. Thorough criminal background and investigation will be conducted for external candidates.

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represent a complete list of duties that may be assigned to an employee.

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