



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

Part Time

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### POSITION

Campus Police Officer (PT)

**Posting Date:**

2/20/2017

**Closing Date:**

ON GOING

### POSITION AVAILABLE AS NEEDED

### REQUIRED QUALIFICATIONS

- A minimum of a High School Diploma or GED
- Current Alabama Peace Officer Standards and Training Commission Certification
- Valid Driver's License with acceptable record
- Physical ability to perform job tasks
- Effective oral and written communication skills

### PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to deal courteously but firmly with the general public
- Ability to act without immediate supervision
- Ability to prepare clear and comprehensive reports

### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to the State Salary Schedule H

This is a part time position not to exceed 19 hours a week

### DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Director of Facilities & Safety, the Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Patrol WCCS property, in vehicle or on foot, to provide security and traffic law enforcement.
- Respond to emergency and non-emergency calls.
- Render first aid at accidents on campus.
- Write incident/accident reports, including those of missing or stolen property.
- Conduct accident and crime investigations and prepares detailed reports, including State Motor Vehicle Accident Reports and State Uniform Incident/Offense Reports.
- Provide escort services for visitors, students, staff, faculty, and individuals responsible for transportation of monies to or from campus.
- Provide public assistance including lockout services, first-aid, and jump-start vehicles.
- Provides building security including locking and unlocking doors.
- Maintain daily log of every person and/or vehicle that enters the campus after normal operating hours.
- Operate miscellaneous equipment including emergency vehicles, and breathe alcohol analyzers.
- Process evidence, prepares court cases, and provides legal testimony.
- Write and file daily activity report with superior officer.
- May serve in the capacity of victim/witness assistance officer, or crime prevention officer.
- Work well with others and show respect to all college constituents.
- Perform other job-related duties as assigned or directed by the Director of Facilities & Safety, Dean of Students, or the President.

## APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.**

## APPLICATION DEADLINE

All application information must be received by the **Human Resource Office**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications will not be considered. A complete application package is the responsibility of the applicant.

***Note:*** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

WCCS is an E.O.E. and is enrolled in E-Verify.