**Job :** Traffic Enforcement Officer **FLSA:** Non-Exempt

**Department/Div:** Police Department **EEO-4:**

**Reports to:** PoliceSgt.  **Date:**

**Supervises:** None

**Pay:**  $23.29

**JOB SUMMARY**

This is specialized law enforcement work at the full performance level involving the protection of life and property through the selective enforcement of traffic laws, investigation and reconstruction of vehicular accidents and incidents using community-oriented policing and problem-oriented policing techniques.

**MAJOR DUTIES**

1. Conducts follow-up investigations of traffic related accidents/incidents when called upon.
2. Performs routine patrol, preliminary investigations, and traffic control duties in on an assigned shift to prevent and discover the commission of a crime, to direct traffic, enforce vehicle operation and parking regulations, issue citations and summonses, and to assist citizens in solving problems related to law enforcement and public safety.
3. Manages and operates the Mobile Radar Trailer.
4. Conducts periodic roadside safety checks, issuing citations to violators.
5. Escorts special processions or extraordinary vehicles.
6. Accompanies prisoners to headquarters and jail and may testify in court. Interviews people with complaints and attempts to make proper disposition or direct them to the proper authorities.
7. Maintains records, prepares reports, and performs other clerical and administrative duties.
8. Assists federal, state and county officials in their work when called upon.
9. Interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes.
10. Gives advice on laws, ordinances, and general information to the public.
11. Operates law enforcement and general office equipment.
12. Performs any special duties as assigned by the Shift Commander, Patrol Services Commander, or Chief of Police.
13. Performs general law enforcement duties as required.

**KNOWLEDGE REQUIRED BY THE POSITION**

Graduation from an accredited high school or receipt of a G.E.D. certificate; thorough experience in administrative law enforcement work; and/or any combination of experience and training equivalent to the following:

1. certified officer of the Brunswick Police Department.
2. thorough knowledge of and experience in the application of modern methods and traffic enforcement related duties
3. thorough knowledge of the rules and regulations of the police department and pertinent federal, state and city laws and/or ordinances.
4. thorough knowledge of the geography of the municipality.
5. certified radar operator or ability to become certified.
6. demonstrated ability to thoroughly investigate and document vehicular accidents through clear and comprehensive written reports.
7. knowledge of court procedures.
8. ability to write and speak effectively.
9. ability to understand and execute oral and written instructions, good physical condition.

**SUPERVISORY CONTROLS**

The Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Georgia Law 35-8-8 requires in part that a person employed in any police service classification:

* be a citizen of the United States
* have a high school diploma or its recognized equivalent.
* not have been convicted by any state or by the federal government of any crime, the punishment of which could have.

been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient.

* misdemeanors to establish a pattern of disregard for the law.
* be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records.
* possess good moral character as determined by investigation under procedures established pursuant to the Act.
* have an oral interview with the hiring authority or representative(s) to determine such things as applicant's appearance,
* background, and ability to communicate.
* be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental

 conditions which might adversely affect his exercising the duties or powers of a peace officer.

**COMPLEXITY/SCOPE OF WORK**

Work involves the responsibility of serving the citizens by enforcing traffic laws in specified areas as determined by data gathered from vehicle accidents and incidents and/or as directed by officers of superior rank. Work normally consists of routine patrol, accident investigation and reconstruction, and traffic control duties during an assigned shift which may be performed in cruiser cars, on foot or in the police station. Work may involve personal danger and require employees to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments and general instructions are received through citizen complaints or officers of superior rank. Work is reviewed through reports, personal inspection, and discussion.

**CONTACTS**

* Contacts are typically with co-workers, other city employees, court personnel, and attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, and members of the public.
* Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence people.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

Patrol the city in a radio cruiser or on foot to preserve law and order, to prevent and detect violations of state and city traffic laws, to direct traffic at school crossings, street intersections and vehicular accidents. Investigate and/or reconstruct vehicle accidents, collisions, or other disablement.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

**NONE**

**MINIMUM QUALIFICATIONS**

* High school diploma or equivalent required.
* More than one year of related experience.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.
* Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.

***The City of Brunswick is an Equal Opportunity and E-Verify employer.***