



## **POSITION ANNOUNCEMENT**

### **POLICE OFFICER**

Duluth Police Department

### **JOB DESCRIPTION:**

POSTING DATE:	February 5, 2020
CLOSING DATE:	Open Until Filled, and may be closed at any time
HIRING RANGE:	\$21.86 - \$24.16 per hour (\$45,469 - \$50,253 annualized); Grade 23
INCENTIVE PAY:	Up to 5% incentive pay for certain previous law enforcement experience and up to 5% for language skills in a desirable language
SIGN-ON BONUS:	\$1,500 upon completion of field training program, and \$1,500 one year after employment
AFTER 1 YEAR:	Potential for promotion to Master Police Officer with 5% raise based on acceptable job performance and passing written exam

### **BRIEF SUMMARY OF DUTIES:**

This is general law enforcement work responsible for protecting life and property and enforcing laws and ordinances. Work involves routine patrol in assigned area, responding to emergency and non-emergency calls for service, alarms, and citizen complaints. Duties include traffic enforcement, preliminary criminal investigations, serving warrants, making arrests, and other similar type assignments. Work requires independent judgment and discretion in difficult or unusual situations. Work involves an element of personal danger. Work is performed under the general supervision of a police corporal or sergeant who reviews work performance.

### **MINIMUM REQUIREMENTS:**

- Age 18 or older
- High School Diploma or State-Issued General Educational Development (GED); some college preferred
- Georgia Peace Officer Standards and Training (P.O.S.T.) Certified or Graduate of a Georgia Law Enforcement Academy preferred, but will consider sending otherwise highly qualified candidates to the police academy \*
- In good standing with P.O.S.T. in all states of certification
- Georgia Driver's License within 30 days of hire if you currently hold an out-of-state valid license
- Be physically and mentally able to perform the essential job functions as listed in the Job Description

Questions concerning the police academy or certification should be directed to Georgia Peace Officer Standards and Training Council (GA P.O.S.T.C.) at 770-732-5974. <http://www.gapost.org/>

Applicants should note that Georgia law provides that previous employers may make a claim for training expenses in accordance with O.C.G.A. 35-8-22. Applicants should consult this code section and determine if it applies to their specific situation. The City of Duluth will not pay for the mandate training or any related expense of any applicant.

**BACKGROUND INVESTIGATION:**

A rigid and thorough personal, work experience, and qualification background investigation is required, which includes: medical exam, physical agility exam, drug screening test, psychological tests (written and clinical), polygraph examination, verification of all credentials and qualifications (personal references, previous employment, POST status, education, training, etc.), and interviews.

**TO APPLY:**

Pick up an application at the Duluth Police Department, or download an application from our website at <http://www.duluthga.net/jobs> (also see the benefits package at this web address). Completed applications with all required documents may be mailed or delivered to the following address.

Major Mark Hunter  
Duluth Police Department  
3276 Buford Hwy  
Duluth, GA 30096-3577  
[mhunter@duluthpd.com](mailto:mhunter@duluthpd.com)  
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