

POLICE OFFICER
S8453011 (11498, 117904), GS-0083-06 (2 Positions)

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Patrols an area to check locks, alarms, fences, gates, or other barriers. Patrols installation perimeters to detect faulty fences and detection equipment, trespassing violations and attempted thefts.
- Patrols buildings to prevent theft or damage to Federal property equipment, tools, and supplies.
- Controls personnel access by monitoring the identification of individuals entering controlled areas. Refers persons who lack proper credentials to a control point to arrange access.
- Relays messages, maintains logs and dispatches personnel and equipment to meet emergency situations.
- Protects the scene of an incident and relinquishes control to police or other law enforcement officials.
- Required to carry firearms or other weapons authorized for their specific jurisdictions and required to re-familiarize themselves with authorized weapons periodically and demonstrate skill/proficiency in their use.
- Work requires the employee to drive various types of vehicles. Call back and emergency overtime are regular requirements of this position. Work regularly includes assignment to second, third or rotating shifts, including weekends and holidays.
- Work requires the employee to have a security clearance.
- Required to pass a yearly physical and continue to be physically fit.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, training, or education which demonstrates the applicant's ability to follow directions, to read, understand, and retain a variety of instructions, regulations, and procedures.

SPECIALIZED EXPERIENCE: Six (6) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. The ability to protect physical property, plans, inventions and research material, from sabotage, espionage and armed intrusion.
- b. Skill which involved enforcing stringent regulations, maintaining order, questioning trespassers, answering inquiries and aiding persons in distress.
- c. Ability to enforce federal, state, and local laws, such as traffic violations, arresting law violators and informing them of their rights, investigating accidents, or maintaining law and order.
- d. Skills, which involve dealing with, people from various backgrounds/levels to elicit their cooperation to perform specific tasks, or to comply with regulations, laws or practices.
- e. Skills in compiling and analyzing information to write incident reports, etc.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High School graduate or the equivalent may be substituted for three months of specialized experience.

**** QUALITY OF EXPERIENCE ****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have appropriate security clearance for continued employment. Must be able to carry and qualify with appropriate weapons for the position. Must have or be able to obtain a valid military and civilian driver's license. Applicants who are not currently in the DE ANG must provide a current personnel RIP, DD 214, or any other documentation as proof of AFSC and security clearance for eligibility.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes **WILL NOT BE CONSIDERED.** **