

## **JOB DESCRIPTION**

**POSITION TITLE:** Campus Police Officer

**DEPARTMENT:** Campus Police

**SUPERVISOR:** Chief Stan Livingston

**WORK SCHEDULE:** Will be at Chiefs Discretion – Assigned shifts

**KNOWLEDGE/  
SKILLS REQUIRED:** Knowledge of basic police procedures, and completion of a certified police academy with a state certificate or completion of certified police academy within 1 year of hire date.

**DUTIES  
RESPONSIBILITIES:**

- Patrol the campus
- Enforce all state, and local laws – as well as, all regulations of this institution
- Issue citations for parking and traffic violations
- Write reports as needed
- Work all ball games on campus and other special events assigned
- Evaluate all vehicle accidents and write accident reports
- Evaluate all criminal activity and write reports
- Provide a safe environment for students, faculty, staff and guests.

**SALARY:** Salary is based on years of experience and certifications, and is set by the Chief of Police and President of this institution.

**CONTACT PERSON:** All inquiries should be routed through the Human Resources Department:

Jones County Junior College  
Human Resources Director  
900 south Court Street  
Ellisville, MS 39437  
office: 601-477-4058  
fax: 601-477-4017

Applicant must provide the following by the closing date of **January 19, 2018**:

- (1) Complete resume and JCJC employment application (available online at [www.jcjc.edu/employment](http://www.jcjc.edu/employment)).
- (2) Minimum of three (3) references attesting to abilities in work area.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following person has been designated to handle inquiries and grievances regarding the non-discrimination policies: (Title IX) **Gwen Magee, Title IX Coordinator**, Administration building room 201A, phone [601-477-4028](tel:6014774028); email [Gwen.magee@jcjc.edu](mailto:Gwen.magee@jcjc.edu). Jones County Junior College, [900 South Court Street, Ellisville, MS 39437](http://www.jcjc.edu)*