



Job Specification

Job Title: Public Safety Officer I

Georgia State University

General Description

Performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on university property and apprehending violators within police jurisdiction.

Examples of Duties

Patrols campus areas on foot or by motorized vehicle; issues citations and warnings.
Directs traffic and enforces traffic laws and regulations.
Maintains watch over buildings and grounds; checks doors and windows.
Observes and/or investigates suspicious actions or persons, and dangerous or defective conditions.
Reports and investigates accidents, vandalism, thefts and fire.
Assists in the location of lost or stolen property.
Gives directions and other information to the public as requested.
Maintains records of accidents and investigations.
Gives warnings and issues tickets to the public.
Advises students, faculty, and staff on campus regulations.
Investigates traffic accidents, questions drivers and witnesses, and assists injured; records pertinent data describing scene and circumstances.

Knowledge, Skills and Abilities

Considerable knowledge of standard police practices and procedures.
Knowledge of the GSU campus and its traffic patterns.
Knowledge of first-aid.
Knowledge of fire prevention techniques.
Effective oral and written communication skills.
Ability to understand and carry out oral and written instructions.
Ability to conduct investigations and prepare reports.
Ability to enforce campus regulations.

Minimum GSU Hiring Standards

High school diploma or GED and must be a U.S. citizen; a minimum age of twenty; not have been convicted of a felony or have an adverse driving history; have 20/20 vision or corrected 20/20 vision; be willing to undergo a polygraph test, physical exam, fingerprinting and drug

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

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screening test; have the physical ability to perform the essential job functions; must be able to pass thorough background investigation. Valid Georgia Driver's License required at the time of employment.

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