



# PAYNE SPRINGS POLICE DEPARTMENT

19601 CR 2529 MABANK, TX 75156

PHONE #903-451-6504

FAX #903-451-6506

## Job Summary

The Police Officer is responsible for performing a variety of duties involved in the enforcement of law in order to protect lives and property. This position requires investigative work and proactive policing to prevent crimes. Duties include patrolling within the city limits; enforcing state law, city ordinances and local traffic regulations and providing the highest level of customer service. Additional duties include participating in community based police activities and programs and performing in a variety of technical and administrative tasks as assigned.

## Required Education, Degrees, Certificates, and/or License

High School Diploma or General Equivalency Diploma. Basic TCOLE Certificate, Valid Texas Driver's License.

## Experience, Training, Knowledge and Skills Required

Must have working knowledge of police methods, state traffic and criminal laws and regulations, departmental procedures, safety rules and regulations, court systems and procedures. Must have skill in firearms, radar and radio equipment and defensive tactics. Must be able to operate motor vehicle, in both emergency and routine situations. Must have the ability to meet and deal effectively with the general public; to acquire skills in investigative and interrogative techniques. Must be able to make decisions and determine logical courses of action; to obtain cooperation of violators; to understand and execute written and oral instructions; to communicate effectively; and to react calmly, quickly and accurately in emergency situations. Maintain physical standards necessary to do the job. Must exhibit emotional stability to perform job duties under stressful situations.