**City of Peñitas**

**JOB OPENING**

**Title: Peace Officer**

**Department:** Police

**Salary:** $31,200 DOQ

**Closing Date:** Open Until Filled

**Job Summary / Details:**

Performs a variety of law enforcement functions on behalf of the City's Police Department; patrols assigned areas of the City; detects and deters criminal activity; participates in criminal investigations; conducts traffic enforcement duties; provides information and assistance to the public; prepares law enforcement records and documentation; and performs other related duties as assigned. May be assigned to a specialized function or area of responsibility. The job has no supervisory responsibilities. Individual will be performing other duties assigned by supervisor/department head when needed.

**Education/Employment Requirements**

* Must be TCOLE Certified.
* Be free of criminal charges and criminal convictions
* High School Diploma or equivalent
* Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
* Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Penitas doctor at the City’s expense.
* Must be proficient in working with personal computer, typewriter, and general office equipment and knowledge of Microsoft Word, Excel, and e-mail.
* Must be able to handle various tasks in spite of interruptions and be able to work well under tight deadlines and stress.
* Must be able to communicate proficiently in the Spanish and English language.
* Must be in possession of a neat and professional appearance and demeanor.
* Must have a current valid Class “C” Texas Driver’s License from the department of Public Safety with no more than two (2) moving violations within the past two (2) years.

**Skill and Ability Requirements**

* Ability to establish and maintain effective working relationship with the general public, supervisors, and co-workers.
* Ability to communicate in English and the Spanish language
* Ability to work effectively and efficiently independent of constant supervision.
* Ability to perform well in stressful situations.
* Ability to make decisions based on personal judgment.
* Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.

\*\*Resumes and Applications will be accepted online at [www.cityofpenitas.com](http://cityofpenitas.com/FormCenter/Police-Department-6/Job-Application-45) or in person at 1111 S. Main St, Penitas, TX 78576.  Call (956)583-0050 for further information.