



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

SCHOOL RESOURCE OFFICER

General Statement of Duties

Performs specialized and technical law enforcement work to protect life and property in the Town and the assigned school.

Distinguishing Features of the Class

An employee in this class serves as a law enforcement officer in the Town and performs specialized and responsible assignments including serving as the School Resource Officer. Duties include patrolling schools within the Town limits, attending after school educational and sports related events, teaching law enforcement related classes, and serving as liaison between the Department and the school administration. The position also carries out routine patrol duties when not acting as SRO, investigates traffic accidents, answers calls for service, serves warrants, and issues civil and criminal citations. The Officer must exercise judgment, initiative and calm control when performing duties. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and State and Federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is usually performed with independence under general supervision and is evaluated through periodic conferences, observation, and discussion and review of reports for adherence to laws, department procedures, and proper judgment.

Duties and Responsibilities

Essential Duties and Tasks

Acts as School Resource Officer for the Department; controls traffic at assigned schools; patrols campuses of schools to prevent and detect crime; teaches law enforcement, safety and crime prevention classes in the schools; attends after school events and coordinates scheduling other officers for such events as needed; establishes effective working relationships of trust with students, faculty, social workers, mental health professionals, staff and parents.

Participates with school administration and faculty in problem-solving behavioral issues and policy development; coordinates issues with social workers and mental health professionals; investigates crimes at the school such as vandalism, assaults, narcotics, etc. and applies special juvenile justice laws and regulations; participates in coordinating active shooter planning and drills, bomb threat drills and other safety drills; conducts special programs such as Fatal Vision Goggles.

Works with patrol squad when not on duty with the schools; responds to calls for service; investigates crimes; interviews suspects and witnesses; provides traffic enforcement; serves criminal papers; prepares and testifies in court.

Performs regular patrol work as needed, such as patrolling the Town during an assigned shift in a vehicle; preventing, detecting and investigating disturbances and crime; serving various civil and criminal

papers; responding to calls; apprehending suspects; investigating vehicle accidents and executing related assignments.

Prepares detailed records and reports of activities using prescribed methods and technology.
Maintains vehicles and equipment in good working order.

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, pursuit, warrants, charges, and arrest.
- Considerable knowledge of law enforcement principles, practices, methods and equipment, especially in field of assignment.
- Considerable knowledge of policing methods within a public school environment and School Resource Officer principles, practices and methods.
- Considerable knowledge of the application of information technology to the work.
- Knowledge of juvenile criminal laws and regulations.
- Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics and de-escalation tactics.
- Skill in collaborative conflict resolution and teamwork.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to plan and present effective and interesting classroom programs.
- Ability to organize special programs and events.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain trust and cooperative and effective public relations with students, faculty, school administration and staff, parents and the general community.
- Ability to exercise emotional maturity and serve as a role model for students.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Desirable Experience and Education

Graduation from high school and law enforcement experience supplemented by specialized SRO training; or an equivalent combination of education and experience.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers.

Completion of special School Resources Officer training.

The starting salary for this position is 55,000.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.