

Grand Ledge Police Department

Part-time Desk Officer Position.

Opening Date:

Closing Date:

CONTACT INFORMATION

Detective Sergeant Anthony Gatewood

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517-627-2115

ABOUT THE GRAND LEDGE POLICE DEPARTMENT

We are a growing community of approximately 8,000 residents located 15 minutes west of Lansing. The Grand Ledge Police Department is a Michigan Association of Chiefs of Police (MACP)-Michigan Law Enforcement Accreditation Commission (MLEAC) accredited agency, which strives to use every resource available to keep residents and visitors safe in their homes and businesses.

Officers are expected to represent the City of Grand Ledge professionally, demonstrating respect, leadership, a positive attitude, and practical communication skills.

The City of Grand Ledge is 4 Square Miles. We have two school resource officers, a K-9 officer program, and a bike patrol. Equipment is provided.

POSITION SUMMARY

Under the supervision of the Police Chief or any member of command staff, performs law enforcement duties and office work. Provides administrative and clerical support for the police department, assists walk-in customers, and answers phone calls for the police department during business hours. Maintains the police department records, collection of fines, building security, and addresses any potential organizational needs.

The desk officer's position is shared with another part-time employee, and it is paid as an hourly wage for hours worked that will not exceed 29.5 hours per week.

Hourly wage is \$20.00 for the desk officer position.

MINIMUM REQUIREMENTS

- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards (MCOLES) or Certifiable from MCOLES.
- Educational requirements include a high school diploma or equivalent, supplemented with college-level coursework in criminal justice or related field.
- One or more years in an office setting, or office management or other related position would be preferred but not required.
- Experience requirements include some work in a security or law enforcement environment.
- A valid State of Michigan driver's license is required.
- Skill in accurately compiling and evaluating data and preparing clear and accurate reports.
- Skill in maintaining record keeping and records management systems.
- Skill in the use of computers and related software, as related to the functions of the position.
- Ability to establish an effective working relationship, use good judgment, initiative, and resourcefulness when interacting with the public, other law enforcement, elected officials, community leaders, victims of crime, coworkers, suspects of crime, detainees, administration, or other professionals.
- Knowledge of the principles, practices, and techniques of modern law enforcement.
- Knowledge of other agencies that may support law enforcement activities for example, but not limited to, community mental health providers, shelters, children protective services, hospitals, other service agencies.
- Knowledge of the geography, streets, and facility locations within the city of Grand Ledge and adjacent areas.

- Skill in the operation of firearms.
- Ability to make sound, independent decisions when no assistance is available.
- Ability to work effectively under stress in emergency and confrontational situations.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Prior to date of hire, selected candidates will undergo and successfully pass an oral board interview, have no domestic violence convictions or felony convictions, pass a background investigation, pass a drug test, pass a health physical and pass a psychological screening.

HOW TO APPLY

Applications can be found on the police department's website at <https://www.cityofgrandledge.com/169>, under the Employment tab.

Send a completed application, resume, and cover letter to applyGLPD@cityofgrandledge.com, or documents may also be dropped off in person at the Grand Ledge Police Department, located at 310 Greenwood Street, Grand Ledge, MI 48837.