

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**POLICE OFFICER
POLICE DEPARTMENT**

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education (GED)
- Two years experience as a Law Enforcement Officer a plus
- Must possess or be willing to obtain within ninety (90) days of employment a Texas Peace Officer License issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Must be able to pass physical and drug test
- Excellent oral, verbal and written communication skills a plus
- Valid Texas Driver's License and must meet the standards set by State Board of Education the Department of Transportation, the Texas Department of Public Safety and the District and possess and acceptable driving record documented by a Motor Vehicle Record Check

MAJOR PERFORMANCE RESPONSIBILITIES:

- Patrols assigned campuses, and facilities both on foot and in vehicle with the District's jurisdiction
- Responds to calls for assistance from students, District employees and visitors concerning crisis situations, accidents and reports crime
- Investigates all criminal offenses that occur with the District's jurisdiction to include suspicious activities, suspicious people, burglary/fire alarms, traffic accidents and criminal complaints
- Conducts criminal investigations by collecting and preserving physical, real, direct, indirect, circumstantial evidence and witness statements
- Files appropriate charges against individuals and ensures placement, if necessary, in jail or appropriate juvenile detention center for all subjects in violation of the law
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$17.28-\$20.81 **PAY GRADE:** P3 **WORK DAYS:** 230

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER