



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
802 655 6410
winooski.vt.gov

Job Description: Pre-Certified Police Officer

Human Resources Department

Winooski is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The city encourages persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualifications and hiring criteria described. All employment decisions are made without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status or any other status protected by the laws and regulations within our municipality.

Description: Under supervision, the Pre-Certified Police Officer performs a wide variety of public safety and community care taking duties including; preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education. Duties will include focusing on identified crime problems, community needs to reduce crime, improve quality of life in that area, and to foster relationships with residents through Community Policing.

How to Apply: Submit a City of Winooski employment application via winooski.vt.gov/jobs.

Position Information

- Pay rate: \$60,777.60 – 96,636.80 + overtime
- Sign-on Bonus: \$15,000.00
- Funding Source: General Fund 100%
- Non-Classified, Full-Time, Non-Exempt, Union
- 40 hours per week
- Regular response to emergencies is required.
- Reports to: Police Chief
- Direct Reports: None
- Employment reference and background check required

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- Per state employment law, candidates must be at least 18 Years of age.
- High School Diploma or GED or equivalent combination of education and experience.
- Must be a Vermont Full-Time Certified Police Officer
- Ability to maintain and regularly pass physical testing requirements
- Ability to obtain and maintain a Valid Driver's license
- Ability to interact with the public in a variety of situations
- Candidates with the following qualifications will be given preference in the hiring process:
- An Associate's degree or higher level of education
- Two years or more of Military service with an honorable discharge
- Two years or more of previous law enforcement experience

Post offer Pre-Employment Screening:

Employment reference and Police Department conducted criminal background and DMV record check required. Please note that recent illicit drug use, felony, domestic violence, and sexual crimes convictions will disqualify individuals from position, regardless if the conviction occurs before or after employment begins.

Major Responsibilities¹

% of Effort ²	Responsibility ³
20%	Adheres to and actively promotes the goals, values, and objectives of the department with the public and coworkers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with co-workers; supports organizational change.
15%	Monitors environment and crime conditions of an assigned geographic area using random patrol methods.
15%	Provides other assistance to the public consistent to the goals and objectives of the department. Maintains personal discipline and complies with all applicable laws, policies, procedures, and sound police practices; promotes discipline among co-workers.
15%	Maintains current knowledge circumstances, trends, practices, laws, and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration
10%	Seeks to apprehend suspected law violators using physical arrest procedures or citation procedures. Actively pursues suspected law violators using search and containment methods. Processes using arrest and booking procedures both male and female suspected law violators, adults, and juveniles, who have been arrested. Enforces state and municipal traffic laws using physical arrest procedures and citation procedures.
10%	Gathers information at traffic crash scenes to conduct preliminary investigations. Uses hand signals to direct traffic as necessary around accidents, objects in road, or at intersections when traffic signals are not working.
10%	Protects citizens from life threatening situations using movement or protective cover.

Minor Responsibilities (5%)

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions
- Provide a high level of customer service to both internal and external customers
- Support the City's commitment to equity and cultural competency
- Participate in professional development and training activities
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals

¹ Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



Physical and Mental Requirements

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- ability to move distances within or between locations
- analysis/comprehension – moderate
- bending, kneeling, squatting
- carrying (up to 50 pounds)
- clear speech
- clerical
- contact with others via phone and email
- dexterity with hand and finger
- dirt/dust
- driving
- exposure to heat and cold typical of work outdoors including extreme weather situations
- exposure to life threatening or hazardous situations
- face-to-face contact
- hearing/listening
- inside – police facility environment
- judgment/decision making
- lifting (up to 50 pounds)
- math skills – moderate
- moving objects
- noise, moderate to loud
- other physical requirements determined by the vcjtc
- outside
- pushing/pulling
- reading
- seeing
- sitting
- standing
- touching
- use of basic office equipment
- use of equipment such as two-way radio, handcuffs, personal defense weapons, and specialized safety equipment
- verbal contact w/others
- walking
- works with others
- writing – moderate