Job Title: Public Safety Corporal

BCAT Code: 093X29  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs limited supervisory field and administrative work, such as supervising security and safety operations on an assigned shift.

Examples of Duties
- Assumes full charge of the shift in absence of a higher level supervisor.
- Maintains daily office records.
- Writes reports on performed work.
- Reports and investigates thefts, vandalism, fires, and accidents.
- Assembles factual material for the presentation in reports.
- Advises students, faculty, staff, and visitors on police regulations.
- Patrols the campus areas on foot or by motor vehicle.
- Issues citations and warnings; makes investigations.
- Maintains watch over buildings and grounds; checks doors and windows.
- Assists in the location of lost or stolen property.
- Directs traffic and enforces traffic laws and regulations.
- Investigates traffic accidents; questions drivers and witnesses; assists injured people.
- Maintains records of accidents and investigations.
- Advises students on campus regulations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University police rules and regulations.
- Knowledge of modern police procedures.
- Knowledge of First Aid.
- Effective oral and written communication skills.
- Effective time management skills.
- Ability to tactfully deal with people.
- Ability to assign and supervise work of lower level police officers.

Minimum GSU Hiring Standards
High school diploma or GED and two years of law enforcement experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.