Job Title: Public Safety Officer II

BCAT Code: 093X33
Pay Grade: G12   FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on University property, and apprehending violators within police jurisdiction.

Examples of Duties
- Patrols campus areas on foot or by motorized vehicle.
- Issues citations and warnings.
- Directs traffic and enforces traffic laws and regulations.
- Maintains watch over buildings and grounds; checks doors and windows.
- Observes and/or investigates suspicious actions or persons and dangerous or defective conditions.
- Reports and investigates accidents, vandalism, thefts, and fire.
- Assists in the location of lost or stolen property.
- Gives directions and other information to the public as requested.
- Maintains records of accidents and investigations.
- Gives warnings and issues tickets to the public.
- Advises students, faculty, and staff on campus regulations.
- Investigates traffic accidents; questions drivers and witnesses assists injured people; records pertinent data describing the scene and circumstances.

Knowledge, Skills and Abilities
- Knowledge of standard police practices and procedures.
- Knowledge of the Georgia State University (GSU) campus and its traffic patterns.
- Knowledge of First Aid and fire prevention techniques.
- Effective oral and written communication skills.
- Ability to understand and carry out oral and written instructions.
- Ability to conduct investigations and prepare reports.
- Ability to enforce campus regulations.

Minimum GSU Hiring Standards
High School diploma or GED and one year of law enforcement experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer.

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.