Georgia State University

Job Specification

Job Title: Public Safety Sergeant

BCAT Code: 093X31
Pay Grade: G14  FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

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

Examples of Duties
- Supervises security operations on an assigned shift.
- Assumes the command of the officers in the absence of the Lieutenant.
- Instructs and assists officers in more difficult phases of their work.
- Gives directions and instructions on campus regulations to visitors.
- Supervises the control of traffic for special events.
- Answers questions and resolves visitor complaints.
- Performs routine security functions, such as patrolling the campus, directing traffic, and issuing tickets.
- Participates in the training of police officers.
- Investigates thefts, vandalism, fires, and accidents.
- Assembles factual material for presentation in reports.
- Serves at desk, receives telephone calls, assigns and dispatches officers as necessary.
- Performs other 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 three years of law enforcement experience, including one year of supervisory 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.