Reserve Officer (Unpaid)

The City of Bryant is accepting applications for **Reserve Officer**. A City application is required to be considered for this position. Applications may be completed online at www.cityofbryant.com or picked up at the HR office at 210 S.W. 3rd, Bryant, AR 72022. Position closes at 5:00 p.m., September 18, 2020 or will remain open until filled. The City of Bryant is an Equal Opportunity Employer. This is a safety sensitive position as defined by Act 593 or 2017.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

Works under the general direction of the Patrol Corporal. State and Federal laws and department policy governs this position. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols assigned area on foot, by bicycle or in patrol car to enforce laws, attempt to prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
2. Answer radio-dispatched or citizens' request for police services at the scene of accidents, domestic disputes, law violations and peace disturbances.
3. Familiarizes self with scheduled route and with persons living in area.
4. Investigates illegal or suspicious activities, persons and establishments, and quells disturbances.
5. Locates, searches, detains, and arrests law violators following recognized police procedures.
6. Interviews and questions victims, witnesses, and suspects.
7. Directs and controls traffic.
8. Issues written citations for traffic and other minor violations.
9. Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
10. Operate police communication and equipment to obtain, disseminate, and report information.
11. Attends community meetings to discuss crime prevention activities and crime problems.
12. Writes detailed incident, investigation, activity, and other reports.
13. Testifies in court to present evidence by describing conditions, situations, and actions.

14. Attends and participates in department training. Assists and supports other members of the department in accomplishing their assigned objectives.

15. Works overtime as assigned. Interacts with team members. Works rotating shifts as assigned. Regular and punctual attendance.

16. Performs any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
None.

SUPERVISORY RESPONSIBILITIES
None.

COMMUNICATION SKILLS
Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED
Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND
Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
A valid Arkansas driver’s license or a valid driver’s license recognized by the State of Arkansas. Certified law enforcement officer.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Spreadsheet, and Word Processing/Typing Basic: Accounting

ADDITIONAL INFORMATION
Must be a citizen of the United States. Must be able to become and remain certified as a law enforcement officer by the Commission on Law Enforcement Standards and Training as established by Arkansas Code 12-9-204. Knowledge of principles, practices and techniques of law enforcement. Knowledge of the criminal justice system. Knowledge of the principles of self-defense and the use of firearms. Ability to handle weapons and exercise self-defense. Ability to present expert testimony in court and other proceedings. Ability to interpret and apply the provisions of the laws, rules and regulations to specific situations. Ability to patrol assigned areas, conduct investigations and enforce laws.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, reach with hands and arms; and regularly required to stand, walk, sit, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; frequently required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to outdoor weather conditions; frequently exposed to work with explosives; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually moderate.