

Town of Secaucus



Job Description

JOB TITLE: **SPECIAL III LAW ENFORCEMENT OFFICER (PART TIME)**

EXEMPT (Y/N):	Yes	SALARY LEVEL:	\$38.00 / Hour
HOURS:	School Hours	DIVISION:	Secaucus Police
LOCATION:	Various schools	DEPARTMENT:	Secaucus Police
UNION AFFIL.:	N/A	SUPERVISOR:	Lieutenant /Sergeant

SUMMARY: the purpose of these positions is to assist the Secaucus Police Department with the ongoing school security duties working in the interest of safety. In conjunction with the Secaucus Board of Education to ensure that security is in place in designated locations during the school day.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at a public-school during hours when the public school is normally in session or when it is occupied by students or its teachers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Retired law enforcement officer who has previously served as a duly qualified, fully trained, full-time officer in any law enforcement position eligible for participation in the Police and Firemen's Retirement System or in any federal or bi-state law enforcement agency or as a member of the State Police, within three (3) years of appointment.
- Must be living in New Jersey at the time of and for the duration of appointment.
- Retired from agency in good standing, as evidenced by a letter of good standing issued by the chief executive officer of the agency from which the officer retired, listing the date and type of retirement. For the purposes of this subsection, "good standing" shall exclude a retirement resulting from injury or incapacity.
- Must be less than 65 years of age for appointment.
- Possesses a New Jersey Police Training Commission Basic Police Officer Certification, New Jersey State Police Academy Certification, or other proof of basic police training approved by the Police Training Commission.
- High school diploma or its equivalent required.
- Must take and pass medical, psychological examinations and drug screening tests as a condition of employment and continued employment.
- Has not been convicted of any offense which would make such officer unfit to perform the duties of this office, which will be verified by an updated criminal background investigation.

- Meets any other requirements and subsequent amendments.

PHYSICAL DEMANDS: The physical demands 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. While performing the duties of this job, the employee is frequently required often to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally often required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: Applications and resumes should be filed with Human Resources Department, at aramirez@secaucus.net.

The Town of Secaucus is an Equal Opportunity Employer

Reference code: **SLEO**


Gary Jeffas, Esq.
Town Administrator/EEO Officer