Town of Whitakers

**302 N.W. Railroad Street**

**PO Box 727**

**Whitakers, NC 27891**

**Phone (252) 437-4011 / Fax (252) 437-1720**

**Sammy L. Hopkins, Mayor Dr. Esterine Gary Pitt, Town Administrator**

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| Employer Name: **TOWN OF WHITAKERS** | |
| How to Apply: **Via Email** | |
| Company Website: **NA** | |
| Application Comments: **Please email the completed application, resume and credentials to**[**epitt@townofwhitakers.org**](mailto:epitt@townofwhitakers.org)**attention Dr. Esterine Gary Pitt, Town Administrator.** | |
| **Location:** | |
| Main Address: | Mailing Address: |
| **Main Location** [**302 NW Railroad Street**](https://www.google.com/maps/search/302+NW+Railroad+Street+Whitakers,+NC+27891?entry=gmail&source=g)[**Whitakers, NC 27891**](https://www.google.com/maps/search/302+NW+Railroad+Street+Whitakers,+NC+27891?entry=gmail&source=g) | **302** [**NW Railroad Street**](https://www.google.com/maps/search/NW+Railroad+Street+Whitakers,+NC+27891?entry=gmail&source=g)[**Whitakers, NC 27891**](https://www.google.com/maps/search/NW+Railroad+Street+Whitakers,+NC+27891?entry=gmail&source=g) |
| **Contact:** | |
| Contact: **Esterine Pitt** | Title: **Job Contact** |
| Phone: **(252) 437-4011 x** | Email: [**epitt@townofwhitakers.org**](mailto:epitt@townofwhitakers.org) |
| Fax: **(252) 437-1720** | |

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| **Job Details:** | | | |
| Occupational Code: **33305100 Police and Sheriff's Patrol Officers** | | | |
| Job Title: **Police Officer** | | | |
| Industry Code: **921140 - Executive and Legislative Offices, Combined** | | | |
| Number of Positions: **1** | | Referrals: **25** | |
| Earliest Date to Display: **04/12/2023** | | Last Date Job Order Will Display: **06/11/2023** | |
| Job Order Followup: **04/22/2023** | | | |
| Job Type: **Regular** | | Job Time Type: **Full Time (30 Hours or More)** | |
| Duration: **Over 150 Days** | | Special Job Category: | |
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| **Job Duties and Skills:** | | | |
| Description:  **Job Description**  **Performs protective service work patrolling the city, responding to service requests, enforcing laws and ordinances, making arrests, testifying in court, preparing records and files, and related work as apparent or assigned. Other duties on an assigned shift include: operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order; responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, and/or summons; interviews victims and witnesses; assists with investigating crimes; assists with evidence collection; conducts searches; makes arrests; testifies in court; provides police escorts; directs traffic; performs residential and commercial checks; attempts to reduce law infractions and accidents through high visibility; prepares detailed reports; fills out arrest records, and photographs; ensures vehicle is properly maintained; participates in a variety of in-service and special training programs; and assists other law enforcement agencies   To Compete in the Selection Process: High school/GED completion of BLET and some experience as a police officer preferred. Valid NC driver's license, age 21 with no felony or recent class “B” misdemeanor. Applicants must be able to meet Standards for Training and Employment as described in the North Carolina Administrative Code. General knowledge of police methods, practices, and procedures; skilled in the use of firearms; personal computers; ability to understand and carry out oral and written instructions; prepare clear and comprehensive reports; ability to deal courteously, but firmly with the public; analyze situations and adopt quick, effective, and reasonable courses of action; and demonstrated effective communication skills. The hourly pay rate is $18.00 to $20.00 hourly is negotiable between depending on the qualifications and experiences. Interested individuals are encouraged to view The Town of Whitakers' website at**[**www.townofwhitakers.org**](http://www.townofwhitakers.org)**to obtain an application to apply. Please email the completed application, resume and credentials to**[**epitt@townofwhitakers.org**](mailto:epitt@townofwhitakers.org)**attention Dr. Esterine Gary Pitt, Town Administrator.** | | | |
| Special Software/Hardware Skills Needed: **No** | | | |
| Special Skills: | | | |

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| **Job Requirements:** | | | |
| Minimum Age: **21** | | | |
| Test Done By: **No test required** | | Required Tests: **NA** | |
| Hiring Requirements: | | | |
| Hiring Requirements Other: | | | |
| Education Level: **High School Diploma or Equivalent** | | | |
| Months of Experience: **06** | | | |
| Requires a Drivers License: **Yes, Operator License** | | Near Public Transportation: **No** | |
| Drivers License Certification: | | | |
| Drivers License Endorsements: | | | |
| **Compensation and Hours:** | | | |

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| Minimum Salary: **18.00 Hour** | | Maximum Salary: **20.00 Hour** | |
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| Pay Comments: **DOE (Depends on Experience)** | | | |
| Supplemental Compensation: **No** | |  | |
| Hours per Week: **Hours Not Specified** | | Actual Hours: | |
| Shift: **Not Applicable** | | | |
| Benefits: | | | |
| Other Benefits: **No Benefits Listed** | | | |

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| **Job Order Information to be Displayed Online:** | | | |
| Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants** | | | |
| **Job Application Information Needed:** | | | |
| **Req Section** | | | |
|  | | | |
| Contact Information | | | |
| Employment History     Allow individuals that have never had a job to apply (eg. College graduates) | | | |
| Education History | | | |
| Certifications | | | |
| Desired Job Type | | | |
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| **Other Information:** | | | |
| Green Job: **No** | | Subsidized by ARRA (Stimulus): **No** | |
| Featured Job: **No** | | In an Enterprise Zone: **No** | |
| Federal Contractor: **No** | | Court Ordered Affirmative Action: **No** | |
| Job Order is for Veterans Only: **None Selected** | |  | |
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| **Staff Information:** | | | |
| Category: **Regular (Non Domestic)** | | Job Developer Mandatory Listing: **None of the items listed** | |
| Status: **Expired** | | Employer Status: **Expired** | |
| Reason: **DTS - Expired** | | | |
| Future Release From Hold: | | | |