



Human Resources
Office
Phone (508)362-2131
Ext. 4306/4307

VACANCY NOTICE

DATE: August 25, 2017

POSITION: Campus Police Officer II
Department of Public Safety
Full-time, Benefited
AFSCME Unit Position

SUPERVISION: Reports to the Chief of Public Safety, Division of Finance and Operations

EXAMPLES OF DUTIES:

1. Patrol campus buildings and grounds.
2. Investigate crimes and other incidents as directed.
3. Enforce traffic rules and direct traffic.
4. Interact frequently with students, faculty, staff and visitors.
5. Establish and maintain harmonious working relationships with others.
6. Deal tactfully with others.
7. Interact with people who are under physical and/or emotional distress.
8. Exercise sound judgment.
9. Follow oral and written instructions.
10. Use proper grammar, punctuation and spelling.
11. Maintain a calm demeanor in stressful and emergency situations.
12. Lift heavy objects or persons.
13. Establish rapport with persons from different ethnic, cultural and/or economic backgrounds.
14. Understand and apply the laws, rules, and regulations of the College and the Commonwealth.
15. Adapt to varying work situations and conditions.
16. Perform other duties as assigned by the Chief of Public Safety or other senior College administrators.

MINIMUM QUALIFICATIONS:

1. U.S. citizenship.
2. High school diploma or GED.
3. 21 years of age or older.
4. Strong interpersonal, computer and communication skills.
5. Valid Massachusetts driver's license.
6. Possession of or the ability to obtain and maintain a Massachusetts Class A License to Carry a Firearm (M.G.L. c. 140, Section 131).
7. Knowledge of police procedures and practices, the law of arrest, and criminal procedures.

8. Must have ability to get Massachusetts State Police Certification (MSP Certification) within three weeks from date of hire.
9. Two years of full-time, or equivalent part-time work experience on a governmental police force or in law enforcement, or any equivalent combination of the required experience and the following substitutions:

Substitutions:

- Associate degree with a major in police science, law enforcement or criminal justice for a maximum of one (1) year of the required experience. *
- Bachelor's degree or higher, with a major in police science, law enforcement or criminal justice for the required experience.

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

PREFERRED QUALIFICATIONS:

1. Associate degree or higher in criminal justice.
2. Two years of full-time law enforcement or related experience in a campus environment.

ADDITIONAL INFORMATION:

1. Failure to receive a warrant from the State Police to serve as a Special State Police Officer, or suspension of such warrant during employment may result in dismissal.
2. Failure to maintain a license to carry a firearm and/or a valid driver's license may subject officer to dismissal.

COMPENSATION: Campus Police Officer II (Grade 17, Step 1) Weekly Salary of \$899.03; includes 40-hour work week, Monday through Friday. Schedule may fluctuate according to operational needs of the department. Candidates may qualify for placement above entry level salary if currently employed in the state system. Full-time, 12-month position includes participation in a comprehensive benefits program.
AFSCME Unit Position.

**APPLICATION
DEADLINE:**

September 4, 2017

**APPLICATION
PROCEDURE:**

Interested candidates must apply online by visiting:
<http://capecod.interviewexchange.com/candapply.jsp?JOBID=85169>.
The online application instructions include directions for uploading a cover letter (which should address the minimum qualifications of the position) and a resume. *Please note that candidates invited to interview for the position will be asked to provide three current professional letters of reference as well as copies of transcripts and/or licenses.*

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

This appointment is subject to the FY2018 budget appropriation.

Appointment is subject to SORI (Sex Offender Registry Information), a publicly-accessible Massachusetts CORI (Criminal Offender Record Information) and national background checks.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's Affirmative Action Officer, at the number and address below. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer and Title IX Coordinator, Associate Vice President, Human Resources, P. Paul Alexander, located in the Nickerson Administration Building, (508)362-2131 x4307, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.