

ALLEGHENY COUNTY HOUSING AUTHORITY

POSITION:	Part Time Police Officer	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Public Safety	UNION STATUS:	N/A
REPORTS TO:	Chief of Police	COMPENSATION:	\$15.00/hour

SUMMARY:

This part-time position, reporting to the Police Chief in the Authority's Public Safety Department, is responsible for the safety and security of persons and properties of Allegheny County Housing Authority (ACHA). Performs uniformed patrols, and conducts investigations as assigned.

ESSENTIAL JOB FUNCTIONS:

- Performs vehicle and foot patrols at ACHA's public housing developments.
- Performs investigations and prepares written reports, as directed.
- Participates in legal and criminal investigations involving tenants, employees, and the public.
- Investigates possible violations of civil and criminal codes, as well as established policies of the ACHA, including lease enforcement.
- Testifies as necessary in court.
- Maintains and develops relationships with federal, state and local municipal officials, including police and fire departments.
- Performs a variety of record collection, including criminal data on specific sites.
- Participates in crime prevention programs established to serve ACHA residents.
- Ability to communicate professionally, both verbally and in writing, with the public, clients and staff.
- Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

- Must possess PA Municipal Police Officer Training (Act 120 Certification), and a minimum of one year patrol experience along with an assigned MPOETC card.

SPECIAL REQUIREMENTS:

- Must possess certification in basic life support "CPR" and First Aid/AED.
- Candidates are required to pass a psychological, physical and drug test, as well as a criminal background check.
- Must possess working knowledge of Pa criminal and civil laws, including landlord/tenant, rules governing PA District Justices, and public housing regulations (24 CFR).
- Understand dispute resolution concepts and interacts well with diverse groups and individuals.
- Must be computer literate, at a minimum, in MS Windows, and MS Office (Outlook, Word, Excel) along with record management systems and camera surveillance software.
- Must be able to take direction, meet and work under stress of deadlines, react to change productively, be organized and have the ability to manage multi task.
- Able to communicate and interact with people from a broad range of social and economic backgrounds.
- This is a 24-hour a day, 7-day a week operation. Must work flexible hours, subject to on-call schedule and work hours on weekends and holidays. This position requires shift work.
- Must possess current PA Driver's License and possibly use personal vehicle.

PHYSICAL REQUIREMENTS:

- Demonstrate continual ability to perform physical requirements of the position.
- Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc.
- Must be physically able to access all units, common areas, and grounds for management and inspection purposes.
- Must be able to work while standing or walking for extended periods of time, use stairs, stoop, and crouch.
- Must be able to work in hot, cold, damp or dusty areas.
- Must be able to work, move, or carry objects of varying weights {at least 50 lbs.}
- Must be able to restrain individuals through the use of physical force.

Department Director

Date: _____

Human Resources

Date: _____