

ALLEGHENY COUNTY HOUSING AUTHORITY

625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

AUTHORITY POSITION AVAILABLE: Police Officer

Definition: This 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 the ACHA. Performs uniformed patrols, and conducts investigations as assigned.

Overview of Essential Job Functions and Knowledge:

1. Performs foot patrols at ACHA's public housing developments.
2. Conducts investigations and prepares written reports, as directed.
3. Participates in legal and criminal investigations involving tenants, employees, and the public.
4. Investigates possible violations of civil and criminal codes, as well as established policies of the ACHA, including lease enforcement.
5. Testifies as necessary in court.
6. Maintains and develops relationships with federal, state and local municipal officials, including police and fire departments, and oversees the activities of community police sub-stations.
7. Performs a variety of administrative record collection, including criminal data on specific sites.
8. Participates in crime prevention programs established to serve ACHA residents.
9. Must report to work at the scheduled time and is seldom absent from work; must complete work in a timely, accurate and thorough manner.
10. Performs other related duties as assigned.
11. Ability to communicate professionally, both verbally and in writing, with customers, clients and staff.
12. Ability to interact effectively with people from a broad range of social and economic backgrounds
13. Must understand dispute resolution concepts and interact well with diverse individuals and groups.
14. Must be able to take direction and work well with others; must be able to work under the stress of deadlines, to react to change productively, and to handle other tasks as assigned.
15. Must be highly organized and have the ability to manage multiple tasks and meet deadlines.
16. Must be computer literate and proficient with Adobe and MS Office software.
17. Must possess and maintain certification in basic life support.
18. Must possess and maintain a current, valid PA Driver's License.
19. Must possess working knowledge of criminal and civil laws, including landlord/tenant, rules governing PA District Justices, and public housing regulations (24 CFR)
20. Must be physically able to access all units, common areas, and grounds for surveillance purposes
21. Must be able to work while standing or walking for extended periods of time
22. Must be able to run, stoop, crouch or climb
23. Must be able to work, move, or carry objects of varying weights (at least 50 lbs.)
24. Must be able to restrain individuals through the use of physical force
25. Must be able to work in hot, cold, damp, or dusty areas
26. This position requires shift work; this is a 24 hour a day, 7 days a week operation.

Experience & Training:

Must possess PA Municipal Officer Training (Act 120 Certification), demonstrated investigative and/or patrol experience, and a minimum of 2 years of college or its working equivalent.

Starting Salary: \$35,621 + shift differential

As a condition of employment, candidate must successfully pass a post-employment physical, Cooper Standards of physical fitness test, psychological examination, drug screen, and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Date Posted: January 27, 2012


Frank Aggazio, Executive Director

APPLICATIONS FOR THE ABOVE POSITION MAY BE OBTAINED AT THE ACHA CENTRAL OFFICE, ANY ACHA MANAGEMENT OFFICE OR ON THE WEB AT WWW.ACHSNG.COM.

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL/HR DEPARTMENT, 625 STANWIX STREET, 12TH FL., PITTSBURGH, PA 15222 or EMAILED TO hr@achsng.com

AN EQUAL OPPORTUNITY EMPLOYER