



(/account)

Police Officer

Full-Time • Denison, TX

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Tuition assistance
- Vision insurance

Welcome to Grayson College. Grayson College is located in the heart of Grayson County providing a vital link for higher education. GC offers small classes for personalized instruction, affordable tuition, caring, professional faculty and the convenience of day, evening or online classes. The college serves approximately 5,000 students annually. GC's reputation is highly respected by surrounding universities and industries as an excellent school that produces quality graduates who bring specialized, skilled and much-needed talents to the workplace.

Police Officer :

Role: Provides a safe campus environment for a diverse population of students through conventional and non-conventional law enforcement methods.

The salary range for this position is \$23.00 to \$34.50 per hour based on years of experience.

Benefits:

- Medical, Dental, Vision, Life, Short & Long-term disability insurances available
- Medical premiums covered by Grayson College for FT employee only
- Sick Leave Accrual- 2 weeks per year
- Personal Leave- 200 hours for FT employees per year
- Holidays- Labor Day, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Spring Break, Memorial Day, Juneteenth, and Independence Day
- Tuition-FT employees, their spouse & dependents are eligible for coverage of full Grayson College tuition amount.

Essential Functions & Responsibilities:

50% Patrols college facilities and property by motor vehicle or on foot. Responds to calls for assistance. Issues citations as needed for violations of law or campus rules.

20% Investigates suspicious persons, suspected crimes, or nuisances. Gathers evidence, obtains witnesses, and makes arrests as needed.

10% Performs duties that support the safety and security of the campus environment. Monitors sporting events, locks and unlocks doors, and escorts students and staff as needed.

5% Trains others on various aspects of campus safety and emergency management such as CRASE and emergency preparedness.

5% Completes written and/or electronic reports as required by departmental procedures.

5% Participates in campus committees as requested

5% Completes other duties as assigned

Performance Measurements:

1. Demonstrates the Viking Values of balance, clarity, gratitude, service, teamwork, and trust.
2. Provides a high level of service to the campus community.
3. Completes reports with a high-level of accuracy.
4. Promotes the values of diversity, equity, and inclusion.
5. Attends departmental and college-wide meetings as requested.
6. Complies with all laws and regulations regarding higher education and campus safety.
7. Maintains an acceptable record of attendance; reports to work on time as scheduled.

Knowledge and Skills:

- **Experience:** Six months to two years of similar or related experience.
- **Education:** (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
- **Interpersonal Skills:** Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
- **Other Skills:** Must maintain a valid drivers' license. Must have valid CPR certification or willingness to obtain within the first six months of employment.

- **Physical Requirements:** The position may require brief periods of significant physical exertion such as running or heavy lifting. More frequently the position requires minor physical exertion such as periods of standing or walking, with some recurring bending, reaching, or similar activities. The position requires minimal agility and dexterity and the ability to patrol on foot and operate a motor vehicle.
- **Work Environment:** Work is performed indoors and outdoors.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

This position is considered a security sensitive position and will require a criminal background check.

GRAYSON COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, GENDER, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

The employer actively supports the Americans with Disabilities Act and will consider reasonable accommodations.

For more information, please contact the human resources office at 903-463-8770 or gcjobs@grayson.edu.

Compensation: \$23.00 - \$34.50 per hour

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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