

Job Description- Reserve Police Officer (Evenings/weekends)

The City of Leeton is seeking qualified applicants for the position of reserve police officer for evenings and weekends. The ideal applicant will meet the below qualifications and be committed to serving the people of the Leeton community with the highest standard of conduct. Starting pay range \$18.00-\$25.00 per hour dependent upon qualifications and experience. Flexible scheduling available, with expectation of approximately 6-20 hours per week. Hours will primarily consist of a variety of evenings, nights, and weekends, making this an ideal for candidates with an existing full-time position. All uniforms and duty gear will be provided, with exception of duty weapon. To apply, visit <https://www.cityofleeton.com/employment-opportunities-1>

Instructions:

Interested persons should complete the below application and submit to cityofleeton@gmail.com or mail to City of Leeton, P.O. Box 87, Leeton, MO 64761. Questions about the position should be directed to City Hall 660-653-4622 or City Clerk at cityofleeton@gmail.com.

He or she:

- Is expected to exercise initiative, tact and discretion in the performance of his or her assigned duties.
- Must exercise their powers equitably, legally and economically on behalf of the citizens they serve.
- Must be able to work independently and effectively in dealing with residents.
- Will conduct roving and stationary patrol within the city limits of Leeton and will respond to citizen requests for service and/or assistance.
- Will judiciously enforce the laws of the United States and the State of Missouri, as well as the ordinances of the City of Leeton.
- Will prepare timely reports of crimes and other incidents of concern of public safety.
- Will conduct preliminary as well as follow-up criminal investigations of any crime reported to him or her or that which he or she may have observed.
- Will process crime scenes, locate, identify, collect and preserve physical evidence of the crime. The officer will be required to interview victims, witnesses and suspects as well as obtain the necessary written statements from the victim(s), witnesses or suspects.
- Will be required to apprehend and arrest criminal suspects.
- Will be required to render first aid to any persons in need of medical attention, when such medical attention is not readily available from another source.
- May be asked to focus on an area of local law enforcement, including narcotics, nuisance or animal control, etc.
- Responds to traffic and non-traffic related accidents to render aid and assistance.
- Testifies in legal proceedings when required.

Qualifications:

1. Must have the ability to communicate effectively, both verbally and in writing.

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2. Should possess good judgment and good powers of observation and memory.
3. Should be able to learn, understand and apply approved principles, practices and methods of law enforcement.
4. Be of good moral character, both on and off the job, as determined by investigation of criminal history, driving record, past employment, military history and general references verifying applicant conduct consistent with requirements.
5. Must be able to learn and maintain proficiency in the use of firearms.
6. Must possess a standard high school diploma or its equivalent.
7. Must have the ability to handle physical aspects of duty.
8. Must be a Missouri P.O.S.T. certified Peace Officer.
9. Must have a valid and current Missouri Operator's (Driver's) License.
10. Must reside within 1-hour drive time to the City of Leeton at the time of hiring.
11. Must be a U.S. Citizen.

The City of Leeton is an equal opportunity employer.