



## JOB ANNOUNCEMENT

# SCHOOL RESOURCE OFFICER

The Town of Snow Hill is seeking a seasoned, assertive law enforcement officer to serve as the School Resource Officer. The successful candidate will be assigned to two (2) elementary schools and one Pre-k center. This position serves as the liaison between the school and local police and provides a safe and secure learning environment by developing relationships with students, staff, and the community. The SRO will also create, implement, and monitor safety protocols, provide education on safety issues, investigate violations of laws and school policies, and serve as a positive role model for students.

### **Employer**

Town of Snow Hill  
908 SE Second Street  
Snow Hill NC, 28580  
252-747-3414

### **Benefits**

Health  
Dental  
Vision  
Life Insurance  
401k Match

### **Job Category**

Police Officer: School Resource

### **Application Period**

Until Filled

### **Reports To:**

Chief of Police

### **Employment Type**

Full Time

## **Minimum Qualifications**

- Must possess current certification as a Law Enforcement Officer in the State of North Carolina as described in North Carolina Statutes
- High School Diploma or equivalent
- One (1) years' experience as a Certified Law Enforcement Officer
- Must obtain School Resource Officer State Certification within one year of hire date.
- Minimum of 21 years of age on date of hire
- Ability to work effectively in a team environment, working well with others.

- Ability to utilize a customer-focused approach in performing duties.
- Ability to accurately receive information and make sound decisions.
- Ability to be self-directed and to complete work independently.
- Effective interpersonal, oral, and written communications
- Ability to manage multiple projects.
- Must successfully complete drug screening and background check
- Must possess a current valid North Carolina driver's license.

## **Position Description**

The School Resource Officer will perform necessary police and law enforcement services including, but not limited to:

- Must complete required courses and certification as deemed necessary by the Department.
- Attends required annual continuing education.
- Attends department and school meetings as appropriate.
- Incumbent must be able to work in an elementary school environment.
- Incumbent must establish and maintain a good working relationship with manager, co-workers, faculty, staff, students, and the public providing excellent customer service.
- Conducts routine preventative patrol of assigned school premises and surrounding areas.
- Maintains an open line of communication with all members of the school community.
- Attempts to maintain the peace and safety of the school community; maintains civil obedience at school functions.
- The School Resource Officer will not be utilized as a school disciplinarian; however, they may assist school administration in these duties as requested.
- Provides information and/or assistance to the public; answers a wide range of non-police related service calls; informs citizens of available services in the school; promotes crime prevention through community and educational programs; makes presentations to the public concerning crime prevention and related police matters in the school environment.
- Provides for the safe and convenient flow of traffic and pedestrians within the school community; enforces traffic violations; promotes vehicular and pedestrian safety; reports unsafe road conditions.
- Provides support and assistance to students and employees. Takes appropriate police action in emergency situations.
- Uses or maintains equipment, including specialized equipment, i.e. computer, fire extinguisher, etc. Communicates verbally and in writing, in person and by two-way radio and telephone, occasionally under stressful conditions.
- Duties may also involve teaching about related public safety programs.

## **How to Apply**

To learn more about benefits, qualifications, and salary, please contact the Chief of Police, Josh Smith or obtain an online application at [www.snowhillnc.com](http://www.snowhillnc.com) or in person at Snow Hill Town Hall, 908 SE Second Street, Snow Hill NC.