



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

July 17, 2019

TO: All Interested Parties

FROM: Human Resources

SUBJECT: Available Position – **Special Law Enforcement Officer Class II (Unclassified)**

The City of Englewood is currently looking to hire Special Law Enforcement Officers Class II. This position will expose the candidate to various aspects of the law enforcement function. Individuals applying must fulfill the below listed criteria.

Will be required to successfully pass:

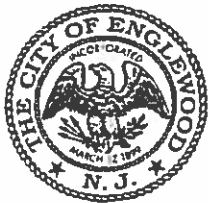
- Oral interview
- Psychological examination
- Medical examination
- Background check (to include fingerprint search)
- Drug screen

This is a full-time, permanent, unclassified position. Hours will vary according to need. Benefits include, but are not limited to:

- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

The salary range is \$15.00 - \$18.00 per hour.

Anyone who is interested in applying for this position should contact this office in writing. A full job description is attached.



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SPECIAL LAW ENFORCEMENT OFFICER CLASS II (SLEO II) POLICE DEPARTMENT

DEFINITION

Under direction of Chief of Police or his/her designee, Special Law Enforcement Officers II are trained to assist the Police Department to perform various duties, including but not limited to, uniformed patrols in the community and traffic/crowd control-targeting the business districts and parks.

EXAMPLES OF WORK

- Performs uniformed patrols of the city to include municipal parks and business district areas, as directed.
- Deters and detects criminal activity, making decisions requiring thorough knowledge of the organization, police procedure, case law, and other relevant laws, guidelines and other directives.
- Maintains the flow of traffic and issues summonses for parking offenses
- Assists citizens and merchants by documenting and appropriately/lawfully addressing their needs and concerns
- Assists with community events/projects as needed
- Performs related duties as required.

QUALIFICATIONS

Education, Experience and Licenses

- Must be 18 years or older
- Must have a high school diploma or GED (College Preferred)
- Must possess a Special Law Enforcement Officer II (two) PTC certification
- Must possess a valid NJ driver's license
- Must be able to work various prearranged shifts

Revised 7.2019

Knowledge, Skills and Abilities

- Knowledge of the problems involved in the formulation of effective policies and procedures for police related operations.
- Ability to make frequent decisions in accordance with departmental policies and procedures.
- Ability to organize and develop effective work methods
- Ability to work well with others