

# University of Houston – Clear Lake

## Position Description

Job Title: **Corporal**

Job Code: **9436**

Pay Grade: **190**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	College Coursework in Criminal Justice Field.
Experience	One year as commissioned Police Officer.	Two years as a commissioned police officer.
License/Certification	Texas Drivers License, Permanent Texas Peace Officer License issued by TCLEOSE	Intermediate Certification issued by TCLEOSE

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

General police work, responsible for the protection of life, liberty and property, the enforcement of all laws of the state of Texas and the rules and regulations of the university; performing supervisory duties in the absence of the shift Sergeant. Assist the shift Sergeant with administrative work of average difficulty in the operation of the Police Department. Assigns specific assignments and tasks to subordinates as requested. Is responsible for ensuring the assignments are carried out in accordance with established rules and procedures. The employee will serve jointly as a Patrol Officer and an Assistant to the shift supervisor with the focus being on developing the employee's supervisor skill set.

Duties and responsibilities

% Time

Supervises the patrol shift in the absence of the patrol sergeant.	30
Engages in police patrol and investigation of crime.	20
Assists the patrol sergeant in leading, directing and controlling a patrol shift within the patrol division.	15
Reports on officer attendance. Identifies operational problems and recommends solutions. Reviews reports and administrative paperwork.	15
Receives supervisory training and development from assigned sergeant.	10
Performs all other law enforcement activities as performed by police officers.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*