



- Prepare written reports of irregularities or violations of law and maintain a log of daily activities.
- Gather, process and maintain integrity of evidence and interview witnesses.
- Appear in court and testify as arresting or investigating officer.
- Maintain confidentiality relative to matters under investigation.
- Participate in required in-service and staff training, including, but not limited to: Mandatory ACT 120 update training and other state / federal training on an as needed basis; and
- Accept other duties needed/assigned for the University needs

#### **EDUCATION AND EXPERIENCE:**

Valid driver's license, High school diploma or GED; and PA Act 120 certification. Associate Degree in criminal justice or related field with strong computer skills preferred. Placement on the Mercyhurst Consortium Police Test is preferred

Successful candidate must possess efficient and effective verbal and written communication skills, multi-task, and problem solve to properly support and promote the mission of Mercyhurst.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Strong computer literacy with MS Office Suite (Word, PowerPoint, Excel...etc.) and accurate data entry skills
- Maintaining an established work schedule
- Adhere to all local, state, federal lawsee to a x2.1 ( fy (s).BT/Span 4 (s).BMCID 57 and bej-0)16 (e))-13 ( )-12 (l.2

- Assessing and prioritizing multiple tasks, projects, and demands
- Maintaining confidentiality of work-related information and materials
- Establishing and maintaining effective working relationships
- Be able to be flexible to accept other duties needed/assigned for the University needs
- The ability to work cooperatively and collegially with others, consistent with a workplace of dignity and respect and EEO rules and regulations
- The ability to report to work as scheduled, ready to devote full attention and energy to the important work of Mercyhurst University
- The ability to accept work directives from managers and supervisors in a respectful and cooperative manner.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. Ability to work various / rotating shift

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**