



City of Greenwood – Watch Commander

Job Title:	Watch Commander	Job Category:	Non-Exempt
Department/Group:	Police	Job Code:	
Location:		Travel Required:	No
Level/Salary Range:	Current Per Salary Ordinance	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Deputy Chief of Investigations
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for taking walk-in lobby reports and reports submitted on-line. Assist the records division with answering phone calls, filing documents, and other record keeping tasks. Maintain order in the Justice Center, and make arrests when warranted. Enforce state and local laws.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for preparation of proper reports and documents according to department regulations.
- Responsible for answering requests and taking reports submitted on-line.
- Greet and direct walk-in customers, providing assistance by answering questions, furnishing information, and resolving complaints.
- Assist with clerical duties including typing, filing, and copying various documents.
- Maintain order in the Justice Center.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED. Must attend a 40-hour pre-basic course. Must meet all training requirements necessary to maintain reserve police officer certification.
- **Experience:** Must have at least 3 years of sworn law enforcement experience. This includes experience as a reserve police officer.
- **Skills and Abilities:** Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently, and possess a valid Indiana driver’s license.
- **Physical:** Must be able to sit for long periods of time and be able to lift up to 20 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: