

SUBMISSION FORMAT DETAILS

PUBLIC SAFETY OFFICER (FULL-TIME)

Opening Date: July 22, 2025

Closing Date: August 29, 2025

CONTACT INFORMATION

Human Resources Department

hr@sjcity.com

269-983-0443

POSITION SUMMARY

The City of St. Joseph Department of Public Safety is seeking qualified candidates for the position of Public Safety Officer. Candidates must have an associate's degree and be MCOLES licensed or eligible for licensing as a police officer upon completion from the police academy. Firefighter 1 and 2 is preferred but not necessary.

The City of St. Joseph is located in Berrien County on the shores of Lake Michigan and is the Rivera of the Midwest.

Starting salary is \$83,000 and wage increases if you have prior experience.

MINIMUM REQUIREMENTS

- U.S Citizen
- Associate's degree preferred, OR waiver of associate's degree for prior military experience.
- 21 years of age or older
- Must possess current Michigan Commission on Law Enforcement Standards (MCOLES) licensing or be licensable prior to job posting deadline.
- Must maintain a valid Michigan driver's license and have a good driving record.
- Must maintain State of Michigan mandated firearms qualification.
- Demonstrates dependability, reliability, professionalism, and ethical behavior.
- Ability to work successfully in a sometimes-high stress environment, handling multiple tasks and projects simultaneously.
- Excellent judgment skills in terms of interpersonal communications and ability to be flexible and adapt to changing work situations.
- Demonstrates knowledge and ability to apply constitutional law, substantive criminal law, criminal procedure, juvenile law, the law of evidence, criminal and non-criminal investigation techniques, court functions and civil law, crime scene processing, patrol procedures and techniques, civil liability, criminal and noncriminal report writing, court testimony procedures,

parking violations and ticket writing procedures, motor vehicle crash investigation and preparation of the Uniform Traffic Crash Report, and physical security procedures.

- Demonstrates experience working collaboratively with staff, students and the public with tact and courtesy.
- Effective oral and written communication skills.
- Must possess excellent customer service skills.
- Basic computer knowledge and experience using standard word processing software, such as Microsoft Word and basic use of e-mail systems.
- Ability to use discretion in regard to matters of confidentiality interactions and decision making.
- No Domestic Violence Convictions or Felony Convictions
- No drug use including marijuana/THC or illicit.
- Prior to the date of hire, selected candidates will undergo and must successfully pass a drug test, physical, psychological exam, and a thorough background investigation.

BENEFITS INCLUDE:

Defined Benefits Pension Plan

Health Insurance Plan

Dental/Vision Insurance Plan

Cleaning Allowance

Tier pay up to \$2000 per assignment per year

Food Allowance of \$1,950 per year

12-hour shift with 4 hours of built-in overtime per pay period

Holiday pay

Educational bonus for college degrees

HOW TO APPLY

Please send a cover letter and resume with three references to the City of St. Joseph, Personnel Department, 700 Broad Street, St. Joseph, MI 49085 by Friday, August 29, 2025, or to hr@sjcity.com

Applications and full description are also available online at www.sjcity.com