

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



- POSITION:** **UNIVERSITY POLICE OFFICER**
Search #1128SEP
Full-time, Classified position.
Eligible for overtime.
- DEPARTMENT:** **MSU Billings University Police Department**
- DATE TO START:** Upon successful completion of the selection process
- STARTING SALARY:** \$16,680 with benefits, Montana P.O.S.T. Certification required. Starting salary will be adjusted to a lower rate for Non-P.O.S.T. Certified candidates.
- BARGAINING UNIT:** Montana Public Employees' Association (MPEA).

Montana State University Billings is the third largest university in Montana and is located in Montana's largest city. The main campus, College of Technology and Downtown campus together are home to approximately 5,000 students. The University has six colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who work together to create an outstanding university.

DESCRIPTION: The University Police Department is an accredited law enforcement agency. In addition, the University Police Department serves as the fire and public safety office for the university.

The university is comprised of diverse populations which require officers to possess service oriented attitudes and abilities. The department is responsible for providing public safety, building safety and security, conducting fire code inspections, maintaining fire extinguishers and enforcing pertinent Montana State and local criminal/traffic laws.

Duties may include, but are not limited to, conducting building security checks, enforcing university parking regulations, locking and unlocking buildings and classrooms, providing patrols on foot, bicycle or vehicle,

performing law enforcement related duties at NCAA sanctioned activities, enforcement of pertinent criminal law violations occurring on campus, writing professional police reports documenting actions and activities, mediating disputes, and carrying out University Police Department responsibilities in a professional and service oriented manner.

This position can be physically demanding. Applicants must be able to complete the physical fitness requirements set forth by the Montana Law Enforcement Academy. Officers must be able to perform foot or bicycle patrol 3-4 hours per shift, including during inclement weather. Officers will be issued the University Police Department's uniform and must maintain a neat appearance. The University Police Department operates 24 hours/7 days per week. The officer must be able to work graveyard shift, weekends and holidays with regularity.

Applicants who do not possess current law enforcement certification must attend the Montana Law Enforcement Academy in Helena and successfully complete the Basic Law Enforcement training. Applicants who have prior law enforcement experience from another state must attend, and successfully complete the Montana Law Enforcement Academy's Legal Equivalency course. These courses must be completed within one year of the applicant's date of hire.

The officer must complete a one year probationary period.

REQUIRED QUALIFICATIONS:

Note: *At a minimum, applicants must address the required qualifications, 1-7, in the letter of application. Document, when appropriate, specific situations when you have demonstrated these skills.*

1. Four years of work experience or an equivalent combination of education and experience. Describe any college degrees or college level coursework you have completed. Please list how this degree or coursework is relevant to university policing.
2. Experience in crisis management, and the ability to make decisions in emergency situations.
3. Ability to communicate effectively through oral and written communication.
4. Experience working with various segments of the community; including college age students, persons with disabilities, and other diverse populations.
5. Ability to make decisions and work independently, without direct supervision.
6. Strong computer skills, including computer programs associated with Microsoft Windows.
7. Demonstrated ability to write comprehensive reports.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree.
2. Law Enforcement certification through the Montana Law Enforcement Academy.

ADDITIONAL REQUIREMENTS OF THE SUCCESSFUL CANDIDATE:

- a. Must have or be able to obtain a valid and insurable Montana State Driver's license.
- b. Must successfully pass a background investigation.
- c. Must successfully complete a medical and psychological evaluation.
- d. Must be able to pass physical agility standards as set by MLEA.
- e. Must obtain AED/CPR, and First aid certification in accordance with standards as set by MLEA.
- f. Public Safety Officer Standards and Training (P.O.S.T.) certification or ability to become P.O.S.T. certified in the state of Montana within one year from date of hire.

REVIEW DATE: Applications received by **September 16, 2010**, will be given preference review; however, the position is open until filled.

APPLY: Submit **1.) a Letter of Application** addressing the above qualifications/skills, **2.) the MSU Billings**

Application Form, 3.) a **Resume**, 4.) a **List of Three (3) Current References** including names, addresses and telephone numbers and 5.) the **Authorization for Background Check Form** to:

Human Resources Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: 406/657-2278; Fax: 406/657-2120
www.msubillings.edu
employment@msubillings.edu

A DOT drug test may be performed. Criminal Background Investigation is required prior to Offer of Employment. (In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

MONTANA STATE UNIVERSITY-BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU-Billings, for more information regarding preference or accommodations (406/657-2278/TTY).

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the **MSU Billings Crime Statistics of Specified Crimes** is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, Student Union Building Room 225.