

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Police Officer  
**EMPLOYMENT TERM:** Full Time  
**LOCATION:** Panola College – Carthage Campus  
**BEGINNING DATE:** Negotiable

**JOB DESCRIPTION:** This position reports to the Police Chief of Panola College. Responsibilities include supervise and control traffic according to college regulations; enforcement of student regulations; assist with night activities as requested; monitor buildings and grounds to ensure security; investigate criminal complaints and incidents; respond to emergency situations; serve as the safety coordinator for the institution; and other duties as assigned. A complete job description is located at [www.panola.edu/human-resources/job-descriptions.html](http://www.panola.edu/human-resources/job-descriptions.html)

**QUALIFICATIONS:** Peace Officer Certification required and a minimum of five years law enforcement experience preferred. Must be willing to work nights, holidays, weekends, and overtime assignments; provide and carry a firearm and assigned defensive weapons in accordance with policies, procedures, and laws; and must remain proficient in their use.

**COMPENSATION:** The salary offered will be commensurate with educational background and work experience.

**BENEFITS:** Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period for health coverage.

**CLOSING DATE:** Screening of applications will begin September 18, 2017. Position open until filled.

**APPLICATION PROCEDURE:** \*\*Must pass a pre-employment criminal background check.\*\* Applicants should submit the following documents: Panola College application; resume; certifications; and official transcripts to:

Mike Edens, Director of Human Resources  
Panola College  
1109 W. Panola St  
Carthage, Texas 75633  
903.693.2021      Email: [medens@panola.edu](mailto:medens@panola.edu)

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