



## **VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION**

### ***INTERNAL/EXTERNAL ANNOUNCEMENT January 30, 2018***

**The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following positions:**

<b>POSITION</b>	<b>GRADE</b>	<b>SALARY</b>	<b>LOCATION</b>
(1) Law Enforcement Officer Trainee	LMS-01	\$28,500.00	Police – STX
(1) Law Enforcement Officer Trainee	LMS-01	\$28,500.00	Police – STT
(1) Parking Lot Attendant	AGS-10	\$26,785.09	Parking Lot – STT
(1) Parking/Barge Ramp Attendant	MGS-14	\$25,975.15	Red Hook - STT

**Applications must be submitted to the Human Resources Division no later than Tuesday, February 13, 2018.**

**Job descriptions attached.**

**Valcina Quashie  
Labor Relations Administrator**

VQ/ki

## VIPA LAW ENFORCEMENT OFFICER

EXAMPLES OF WORK: (These examples are not identified to include all possible assignments to an employee of this class).

Work involves responsibility for the performance of a variety of assigned task in the maintenance of order and the protection of life and property on Port Authority Property and facilities. Employees in this classification are required to monitor and enforce maintenance of laws, rules and/or regulations in accordance with established territorial and applicable Federal Statues. The nature of work requires that employees in this classification exercise judgment in enforcement of law. Demonstrate a courteous, firm and impartial demeanor when dealing with the public.

### ESSENTIAL JOB FUNCTIONS

1. Incident Evaluation  
Responds to call for assistance or service on Port Authority property and facilities, obtaining appropriate information; determine whether incident is a civil Performs investigate procedure and necessary assistance; search places and things, protects life and property; preserves evidence and personal property.
2. Investigate Procedure  
Gathers information through interview, interrogation, and personal observation techniques, collects and preserves evidence.
3. Arrest/Detain/Search  
Within mandates of applicable law arrest and/or detains suspects restrain and/or subdues persons when necessary. Affects physical arrest or searching of people; appropriate use of force in compliance of governing statute and agency policy.
4. Officer Safety  
Applies appropriate safety precautions and procedures in performance of duties. Applies such requirement in potentially dangerous and/or hazardous situations. Maintains awareness of own location and location of other officers.
5. Public Interaction  
Provide assistance and information; explains procedures, policy, laws, reviews complaints. Advises violators, mediates disputes, comfort victims and control crowds.
6. Reporting  
Provides oral and written reports to supervisors, and appropriate agencies. Issues citations and summons, takes statements from victims and/or witnesses, completes general paper work generated by assignment.

7. Legal Knowledge

Demonstrates working knowledge of codes, laws, regulation and legal procedure (i.e. accurately detects crimes and violations and applies appropriate codes, laws or regulations). Complies with statutory requirements when making arrest, conducting searches and obtaining evidence. Writes reports that include all necessary legal elements.

8. Knowledge of Agency Policy & Procedures

Demonstrates working knowledge of agency policy, regulation and procedure (i.e.: ability to verbalize and apply them appropriately).

9. Patrol

Through implementation of working knowledge of procedures and techniques gained through training, education and experience; performs patrol of agency property and facilities, monitors security check points and passenger screening procedures, responds to calls or assistance or service on Port Authority Property and Facilities.

MINIMUM QUALIFICATIONS

- Applicant must be U.S. or Naturalized Citizen
- Not less than 20 years or more than 35 years of age
- Must pass entry level written exam and physical agility test
- Have High School Diploma or GED equivalency and transcript
- Be in excellent physical and mental condition
- Certification from certified physician as to physical fitness, inclusive of 20/20 vision or correctable lenses
- Have no criminal record
- Must be drug free
- Successful completion of entry level training program
- Must pass psychological assessment
- Have a valid Virgin Islands Drivers License
- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays

## **PARKING LOT ATTENDANT**

### GENERAL DESCRIPTION

Responsible for functions related to the collection and control of fees from users of parking lot on behalf of the Authority, along with involvement with traveling public and other users of the airport's parking lot.

### EXAMPLE OF DUTIES PERFORMED (This listing is not all-inclusive of job duties!)

- Collect parking fees from users based on charges for amount of time parked or standard lot fee; issue receipts upon customer's request.
- Enter transactions on cash register or other approved methods and balances cash with register tape according to established procedures.
- Safeguard all monies collected, between the time of collection and transfer to supervisor, Accounting personnel, or bank.
- Complete reports or forms required by department, i.e. bank deposit documents, summaries of monies collected, etc.
- Inspect and maintain parking lot spitters and arms and insure that equipment is in good working condition
- Report any repairs needed to parking lot equipment to Parking Lot Supervisor.
- Inspect parking lots for potholes, etc. and report any repairs needed to Parking Lot Supervisor
- Record tag number of vehicles in lot at the end of business
- Place written notice of payment due on windshield of vehicles in lot before and after operating hours
- Notify Safety & Security via two-way radio or telephone of need for Law Enforcement Officer
- Watch lot for suspicious activity and report such to Safety & Security

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Authority's regulations, practices and procedures applicable to the collection and deposit of revenues
- Knowledge of general parking practices and procedures
- Skilled in basic mathematics
- Skilled in counting money and in recording transactions with speed and accuracy
- Skilled in the operation of cash register and adding machine (10-key punch)
- Skilled in courteous communications with the public and all persons contacted during course of work
- Able to follow written and oral instructions

### MINIMUM QUALIFICATIONS

- Completion of the twelfth grade or high school equivalency (G.E.D.); or
- One-year experience as a parking lot attendant and/or a cashier involved in the collection of large sums of money;
- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays
- Clean police record

## **PARKING/BARGE RAMP ATTENDANT**

### GENERAL DESCRIPTION

Responsible for functions related to the collection and control of fees from users of parking lot on behalf of the Authority, along with involvement with traveling public and other users of the airport's parking lot.

### EXAMPLE OF DUTIES PERFORMED (This listing is not all-inclusive of job duties!)

- Collect parking fees from users based on charges for amount of time parked or standard lot fee; issue receipts upon customer's request.
- Enter transactions on cash register or other approved methods and balances cash with register tape according to established procedures.
- Safeguard all monies collected, between the time of collection and transfer to supervisor, Accounting personnel, or bank.
- Complete reports or forms required by department, i.e. bank deposit documents, summaries of monies collected, etc.
- Inspect and maintain parking lot spitters and arms and insure that equipment is in good working condition
- Report any repairs needed to parking lot equipment to Parking Lot Supervisor.
- Inspect parking lots for potholes, etc. and report any repairs needed to Parking Lot Supervisor
- Record tag number of vehicles in lot at the end of business
- Place written notice of payment due on windshield of vehicles in lot before and after operating hours
- Notify Safety & Security via two-way radio or telephone of need for Law Enforcement Officer
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- Completion of the twelfth grade or high school equivalency (G.E.D.); or
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- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays
- Clean police record