

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

Authority Position Available: FULL-TIME POLICE OFFICER

Date Posted: April 24, 2023

Purpose

This full-time position, reporting to the Police Chief in the Authority's Public Safety Department, is responsible for the safety and security of persons and properties of the Allegheny County Housing Authority (ACHA). Performs uniform patrols, and conducts investigations as assigned. This position requires shift work which includes flexible hours, nights, weekends and holidays, and is subject to on-call schedule.

Essential Job Functions

1. Performs vehicle and foot patrols at ACHA's public housing developments.
2. Performs investigations and prepares written reports, as directed. Participates in legal and criminal investigations involving tenants, employees, and the public.
3. Enforce Laws of the Commonwealth of Pa, as well as established policies of the ACHA, including lease enforcement.
4. Testifies as necessary in court.
5. Maintains and develops relationships with federal, state and local municipal officials, including police and fire departments. Performs a variety of record collection, including criminal data on specific sites.
6. Participates in crime prevention programs established to serve ACHA residents.
7. Ability to communicate professionally, both verbally and in writing, with the public, clients and staff.
8. Performs other related duties as assigned.
9. Must possess certification in basic life support" CPR" and First Aid/AED.
10. Candidates are required to pass a psychological, physical and drug test, as well as a criminal background investigation.
11. Must possess working knowledge of PA criminal and civil laws, including landlord/tenant and PA rules of criminal procedure.
12. Must be willing to learn and understand the Housing and Urban Development Code of Federal Regulation (24 CFR)
13. Understand dispute resolution concepts and interacts well with diverse groups and individuals.
14. Must be computer literate, at a minimum, in MS Windows, and MS Office (Outlook, Word, Excel) along with record management systems and camera surveillance software.
15. Must be able to take direction, meet and work under stress of deadlines, react to change productively, be organized and have the ability to multi task.
16. Able to communicate and interact with people from a broad range of social and economic backgrounds.
17. This is a 24-hour a day, 7-day a week operation.
18. Must possess and maintain current PA Driver's License.

Required Education/ Experience

Must possess PA Municipal Police Officer Training (Act 120 Certification), and a minimum of one-year patrol experience along with an assigned MPOETC card.

If you require assistance when completing the employment application or you anticipate a need for accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2436 or HR@achsng.com.

As a condition of employment, the candidate must successfully pass a post-offer physical examination, drug screen, and background security review with regular full-time employment being contingent upon successful completion of a probationary period. The Authority will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: lulewis@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER