



Job Description

Title:	Community Services Officer		Created:	August 2007
Salary Level:	302		FLSA Status:	Non-Exempt
Supervisor:	Police Lieutenant	Supervises:	None	
Job Family:	None	Bargaining Unit:	OE3 - Police	

JOB SUMMARY:

Performs various non-sworn duties for the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Logs in, monitors, maintains and purges property and evidence concerning criminal cases.
- Stores, processes, and handles evidence in accordance with laws and regulations.
- Releases evidence from storage with proper authorization.
- Transports evidence for testing.
- Responds to questions from the public concerning Police services.
- Establishes and maintains good public relations with the community and general public.
- Processes abandoned vehicles, issues citations.
- Patrols streets, responds to complaints and enforces parking regulations.
- Takes counter reports.
- Performs traffic and pedestrian control at accidents and other events in the City.
- Assists in drug laboratory and probation violation searches.
- Assists in maintenance of department patrol cars and motorcycles.
- Prepares reports on incidents, accidents and other Police activities.
- Attends meetings, seminars and training programs.
- Copies audio and videotapes.
- Maintains files and records for the Police Department.
- Performs related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Learn basic principles of law enforcement.
- Learn, understand and interpret laws, ordinances, policies and procedures.
- Meet physical requirements established by the Police Department.
- Respond appropriately in tense and emotional situations.
- Handle and process evidence including drugs and bacteriological agents.
- Operate a police vehicle in non-emergency situations.
- Establish and maintain satisfactory public relations for the Police Department.
- Interpret and explain policies and procedures.
- Prepare and maintain records and files.
- Perform research, compile data, and prepare reports.
- Perform clerical work & administrative tasks.
- Establish, maintain effective relationships.

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- Operate modern office equipment.
- Meet schedules and time lines.
- Communicate effectively orally and in writing.
- Understand, follow oral and written directions.
- Operate personal computer and software.

Knowledge of:

- Police Department procedures and operations.
- Rules regarding handling and storage of evidence.
- Safety measures to be observed in handling evidence.
- Vehicle and penal codes and rules of arrest and citation.
- City geography.
- Operation, maintenance and use of standard Police firearms.
- First aid techniques.
- Public contact techniques.
- Interpersonal skills.
- Advanced clerical methods and procedures.
- Laws and regulations related to activities.
- Operation of computers and software.

Education and/or Experience:

High school diploma or general education degree (GED); some experience in law enforcement desirable; no direct experience required.

Certificates, Licenses, Registrations:

Possession of, or the ability to, obtain a valid Class C California driver's license.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with individuals and in groups.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals, occasionally works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.