



**Job Title:** Community Service Officer  
**Department:** Police  
**FLSA Status:** Non-Exempt, Hourly, Full Time  
**Revised Date:** 10/15/19 (Council Approval)

### **Accountability**

Under the direction of the Chief of Police.

### **Job Summary**

Addresses various community issues and enforces city ordinance, state statute, and municipal code; assists officers with traffic control and other duties; provides clerical assistance to administrative support and department personnel.

### **Essential Job Functions**

Under the direction of the Chief, Assistant Chief, or on-duty command officer, investigates and enforces city, state and municipal code violations, including, but not limited to: parking, health, abandoned vehicles, animals, dogs at large, environmental concerns, and nuisances; issues citations and makes reports to the City Prosecuting Attorney; testifies in court; provides general assistance to administrative support personnel with filing, creating reports, reception duties and other clerical assignments; assumes administrative support duties in his/her absence; assists Officers with preparations for DARE graduations and other programs, including copying, transporting material and set-up; provides general assistance to Command staff and Officers; regular and reliable attendance; other duties as assigned.

### **Additional Duties and Responsibilities**

Keeps inventory on found property and bicycles; relays reports/documents to/from various private and government offices and locations; delivers packets and documents to City Council members and other officials; responds to accidents (fire and rescue calls) to provide traffic control and other assistance; provides traffic control and escort for funerals; washes/cleans department vehicles; assists with interior and exterior building/property maintenance; assists other City departments.

### **Knowledge, Abilities and Skills**

Proficient verbal and written communication skills; ability to: maintain working relationships with coworkers, supervisors, other City personnel, and the public; exercise discretion and confidentiality according to policy; operate a motor vehicle with emergency equipment and exercise defensive driving skills; operate two-way radio equipment; direct traffic by whistle, verbal and hand signals; work around animals; use leash, catchpole and other animal control devices; lift up to 50 lbs.; sit, stand, walk, climb, balance, stoop, kneel, reach, bend, carry, push, and pull for extended periods of time; work under adverse weather conditions; operate copy machine and other office equipment; work some evening/weekend hours and overtime.

### **Education and Experience**

Graduation from high school or equivalent; one year experience in working directly with the public; two years of experience and efficiency with various computer programs and functions; or any equivalent combination of experience and training.

### **Special Requirements**

Possession of a valid driver's license and ability to obtain certification within one (1) year in the International Property Maintenance Code, and maintain certification, as adopted and amended from time to time by the City.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*