



Job Title: Community Service Officer
Department: Police
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability

Under the direction of the Chief of Police, Captain, and/or on-duty command officer, respectively.

Job Summary

Assists Police Department personnel in administrative support, addressing various community issues, and enforcement of city ordinances, state statutes, and municipal code. May assist the Building/Zoning & Code Enforcement Office in code enforcement as directed.

Essential Job Functions

Under the direction of the Chief, Captain, or on-duty command officer, assists in the enforcement of federal, state, and City laws as well as municipal code violations, including, but not limited to: parking, health, abandoned vehicles, animals, dogs at large, environmental concerns, and nuisances; issues citations, makes reports, and testifies in court as is needed; assists administrative support personnel with filing, creating reports, reception duties and other clerical assignments and assumes duties in their absence; assists Department personnel with preparations for community programs, including copying, transporting material, and set-up; provides general assistance to Command staff and Officers as directed.

Additional Duties and Responsibilities

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

Knowledge, Abilities and Skills

General knowledge of the principles and practices of law enforcement and crime prevention activities; knowledge of federal, state, and local laws as well as familiarity with City Code; and knowledge of the hazards and safety precautions applicable to the work. Skill and discretion in navigating confidential and difficult conversations with unsettled citizens. Skill in the operation of a motor vehicle with emergency equipment. Ability to direct traffic by whistle, verbal and hand signals; and work around animals with use of leash, catchpole, and other animal control devices. Ability to climb, crawl, run, bend, kneel, stoop, twist, reach, climb, balance, carry, push, pull, lift up to 50 lbs., sit or stand for extended periods of time, and perform a variety of physical activities. Ability to understand and follow oral and written instructions; operate a two-way radio; withstand adverse weather conditions; work with exposure to noise; and traverse rough terrain on foot. Good oral and written communication skills to effectively communicate on a daily basis with the public, coworkers, and other departments. Capability to utilize a computer, copy machine, and other office equipment. Availability to work some evening/weekend hours and overtime (infrequently).

Education and Experience

Graduation from High School or equivalent; at least one (1) year of experience in working directly with the public, animal handling, and with various computer programs and functions including Microsoft Office products is desirable; OR any equivalent combination of experience or training deemed to be sufficient for the position.

Special Requirements

Possession of a valid driver's license; must obtain and maintain International Property Maintenance Code certification within two (2) years of hire date.

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.

Job Description Revision Approved:


City Administrator

12/9/24
Date