



## **COMMUNITY SERVICES OFFICER**

### **Part-Time Temporary**

#### **Definition:**

Under the supervision of the Director of Public Safety Services or designee, performs non-sworn community safety assignments, provides information and assistance to the public regarding law enforcement matters, enforces various provisions of the municipal code and vehicle code, and assists public safety personnel.

#### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Contact the public in person and via telephone to take a variety of reports with no suspect description including, but not limited to, non-injury traffic collision, fraud, theft, vandalism, burglary and auto theft.
2. Collect, receive, and store property and evidence according to prescribed procedures.
3. Testifies in court proceedings as required.
4. Provides a variety of technical and administrative work in support of law enforcement personnel.
5. Direct traffic at special events, fire, crime and accident scenes and emergency events.
6. Patrol city streets and enforce parking laws and regulations by issuing notices, warnings, parking citations and impounding vehicles in accordance with laws and procedures.
7. Provides front desk coverage, including but limited to answering phones, directing work orders and cashiering.
8. Performs other related duties as required.

#### **Minimum Knowledge, Skill and Ability:**

##### **Knowledge of:**

- Investigation and coordination procedures.
- Applicable state, county, and local codes.
- Operations and activities of municipal government.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

##### **Skill and Ability to:**

- Interpret and apply pertinent laws, codes and regulations with impartiality and efficiency.

- Complete traffic accident investigations according to department regulations, including assessing involved persons for medical response, maintaining a safe scene and clearing it, preparing an accurate written report with correct DMV interpretation, and a diagram.
- Deal with individuals in potentially adversarial situations.
- Read maps and learn the city's geography.
- Prepare case reports and maintain records.
- Handle stress.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac and PC environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or equivalent. College coursework in criminal justice or related field, prior law enforcement experience and/or participation in Sheriff's Explorer Program are desirable.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire. Must complete a personal background questionnaire and pass an extensive background investigation.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.
- Required to work evenings or weekends, as necessary.