



City of Central Point OR
POSITION DESCRIPTION

Title: **Community Service Officer**

Status: **Full-Time, Non- Exempt**

Department: **Police**

Date: **November 2012**

Classification Level: **Grade P117 - Police Bargaining Unit**

General Statement of Duties: The City of Central Point Community Service Officer performs varied and routine non-sworn police work, including services in crime prevention, crime investigation, parking enforcement, animal care and control, community intervention, code enforcement, crime response which does not require full police powers, and assisting police officers in the performance of their duties.

Supervision Received: Works under the general direction of a Police Captain.

Supervision Exercised: Supervision of other personnel is not a normal responsibility of this position.

Duties and Responsibilities: Typical duties for this position include, but are not limited to:

1. Investigate and remove abandon vehicles.
2. Enforce city parking ordinances.
3. Enforce City of Central Point City Municipal Code ordinance violations.
4. Respond to animal care and control issues and violations, and enforce related laws as necessary.
5. Perform traffic control.
6. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
7. Assist in crime scene investigations.
8. Testify in court.
9. Organize and coordinate public outreach activities such as crime prevention, neighborhood watch and public safety awareness.
10. Loyal supports, upholds, and defends the United States Constitution, the Bill of Rights, the laws of the State of Oregon, organizational policies, procedures, and mission statements while remaining fully faithful to the Law Enforcement Code of Ethics, and the duty, honor and values of the City of Central Point Police Department.
11. Safely operate city vehicles to respond to perform work assignments.

12. Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
13. Maintain cooperative working relationships with department staff, other departments, vendors, and the general public.
14. Follow all safety rules and procedures for work assignments and areas.
15. Perform other duties as assigned.

Necessary Knowledge, Skills & Abilities: To successfully perform the duties of this position, the incumbent must possess and maintain the following:

Knowledge:

1. Demonstrated comprehensive knowledge of modern principles and practices of law enforcement; police techniques and procedures, methods of investigation, patrol procedures, crime prevention, and related activities; criminal law related to arrest, enforcement, search and seizure, rules of evidence; crime scene preservation and investigation; relevant federal, state and local laws.
2. Knowledge of applicable laws, codes and program area policies and procedures.
3. Knowledge of business English and general office procedures.
4. Knowledge of computer network systems and other manual and on-line resources.
5. Knowledge of geography and address system of the City of Central Point, Jackson County, Oregon and jurisdictional boundaries.
6. Knowledge of environmental and land use principles and practices.
7. Knowledge of enforcement methods and due process.

Skills and Abilities:

1. Ability to research, organize and present information.
2. Ability to patrol city areas, including safely and legally operating city vehicles; conduct field investigations; determine violations and take appropriate enforcement actions.
3. Ability to work independently and make appropriate decisions regarding work methods and priorities.
4. Ability to communicate effectively, both orally and in writing, with citizens from diverse backgrounds and perspectives, and with other City employees and public agencies.
5. Ability to respond to phone and personal complaints concerning various code violations.
6. Ability to use conflict resolution, negotiation and communication skills in adverse situations.
7. Ability to write letters, orders, civil penalty and abatement notices, statements and reports.
8. Ability to learn standard broadcasting procedures of a police radio system.
9. Ability to work varying shifts and/or irregular hours.

10. Ability to stand or walk for extended periods of time.
11. Ability to maintain regular and dependable attendance.
12. Ability to maintain effective work relationships.
13. Ability to learn, understand and interpret laws and regulations.
14. Ability to understand and carry out oral and written directions.
15. Ability to qualify for access to computerized city and criminal justice files.
16. Computer skills sufficient to produce correspondence, enter data, gather information, etc.

MINIMUM QUALIFICATIONS: An acceptable combination of experience, education, training, and/or certification may be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education and Training:

- High school diploma or equivalent and some college coursework or training in criminal justice, social services, or educational fields.

Experience:

- Two years of experience working in a community service program or community-focused capacity.

Licenses and Certifications:

- Valid Oregon Driver's License and an acceptable driving record. Failure to maintain valid ODL at all times during employment with the City of Central Point Police Department may be grounds for immediate termination.

Preferred Qualifications:

Preference will be given for:

- An Associate's degree or higher, preferably in Criminal Justice, Police Science, or a related field.

Physical Demand: 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 position, the employee is frequently required to sit, stand, walk, reach, bend, twist, stoop, manipulate objects, see, talk and hear. The employee occasionally is required to run, kneel, crouch or crawl, climb or balance, and taste or smell. The employee must frequently lift and/or move objects weighing up to 10 pounds, occasionally lift and/or move objects weighing up to 25 pounds, and rarely lift and/or move objects weighing more than 100 pounds, generally with assistance. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

Work Environment: 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.

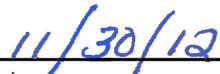
While performing the duties of this position, the employee is regularly exposed to unpredictable conditions associated with performing law enforcement functions. The work assignments are performed both indoors in an office setting and outdoors in a variety of settings. The employee is occasionally exposed to hazardous conditions and works in all types of weather. The noise level in the work environment is usually moderate but the employee may occasionally be exposed to very loud noises.

REQUIRED SIGNATURES:

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position, and the minimum education and experience required for the position.



Police Chief



Date



City Manager



Date



Human Resources Director



Date