

JOB TITLE: COMMUNITY SERVICE OFFICER (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police.

JOB SUMMARY: Addresses various community issues in regards to city ordinance and code; enforces codes relating to parking, health, animals and nuisances under the direction of the Chief or Lieutenant; assists officers with traffic control and other duties; provide clerical support to the secretary and other staff members as directed by the Chief or Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Investigates and enforces city code violations, including but not limited to, parking, abandoned vehicles, dogs at large, environmental concerns, etc; issues citations and makes reports to the City Attorney; testifies in court if required; assists Administrative Secretary with filing, creates reports, reception duties and other clerical assignments as directed; assumes secretary duties in his/her absence; assists Officers with preparations for programs, DARE graduations, etc, including copying, transporting material and set-up; provides general assistance to the Administrative staff and officers.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Keeps inventory on found property and bicycles; relays reports/documents to/from various private and government offices to City Hall/ responds to accidents, fire and rescue calls to provide traffic control and other assistance; provides traffic control and escort for funerals; may check/tag deer for Games and Parks Division during seasons; wash/cleans vehicles; delivers packets and documents to City Council members and other officials.

SKILLS/ABILITIES: Must have proficient verbal and written communication skills; ability to sit, stand and walk for extended periods of time; ability to direct traffic by whistle, verbal and hand signals; ability to lift 30 lbs.; ability to type 30 wpm and use copy machine and other office equipment; one to two years of experience with various computer programs and functions; ability to operate a motor vehicle with emergency equipment and exercise defensive driving skills; ability to operate two-way radio equipment; ability to work some evening/weekend hours and overtime if necessary/ ability to use leash, catchpole and other animal control devices; ability to work around animals, ability to maintain working relationships with coworkers supervisors other City personnel and the public; ability to exercise discretion and confidentiality according to policy; ability to work under adverse weather conditions.

TRAINING AND EXPERIENCE: Graduation from High School or GED equivalent; **one year** experience in working directly with the public and office equipment (computers, copiers, phones, etc.); or any equivalent combination of experience and training.

REQUIREMENTS: Possession of a valid drivers license.

Updated 9/2001