

POSITION DESCRIPTION

POSITION TITLE: Community Service Officer
DEPARTMENT: Police
ACCOUNTABLE TO: Patrol Captain
STATUS: Regular Part-Time, non-exempt

PRIMARY OBJECTIVE OF THE POSITION:

To provide support services for the various divisions of the police department and other departments within the city. This position requires the working of flexible and varied schedules and personnel to perform in varying climatic conditions.

MAJOR AREAS OF RESPONSIBILITY:

1. Assists sworn personnel as directed by supervisor including responding to calls for service, prisoner transports, evidence transports, motorist assists, vehicle lockouts and other non-emergency patrol duties.
2. Handles animal complaints including investigating complaints, impounding animals and citing owners in violation of city code.
3. Assists with traffic and crowd control at accidents and/or fire scenes and special events.
4. Patrols city parks and facilities.
5. Assists in the maintenance of department vehicles and equipment. Transports department vehicles and equipment for repair or cleaning.
6. Delivers items between city facilities and contracted businesses.
7. Maintains community relations by providing tours of the public safety facility and assists with police / community outreach activities.
8. Performs office duties and provides general assistance on non-hazardous activities in all areas of police work.
9. Performs all other duties as assigned.

EXAMPLES OF PERFORMANCE CRITERIA:

1. Clearly follows written and oral instructions.
2. Has excellent verbal and written communication skills.
3. Maintains composure under pressure and stressful situations.
4. Establishes and maintains healthy working relationships other city staff and the public.

SCHEDULES AND OTHER CONDITIONS

Works approximately thirty-two (32) hours per week including nights and weekends.

REQUIRED QUALIFICATIONS

1. Valid Minnesota Driver's License and acceptable driving record.
2. No criminal record.
3. Currently enrolled in a law enforcement education program and actively pursuing a career in law enforcement.

