

COMMUNITY SERVICES OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of traffic and parking enforcement duties; to provide information and answer citizen inquiries at the front desk; and to perform a variety of other non-sworn law enforcement functions in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Police Sergeant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Patrol City streets and roads; inspect for parking violations; enforce City parking ordinances; mark vehicles parked in time zones; cite vehicles exceeding time limits; issue citations or notices; appear in municipal court to defend issuance of citation, as necessary.
2. Perform vehicle abatement functions; prepare abandoned vehicle descriptions; arrange for towing of vehicles that are public hazards, have an expired registration or have not been attended to in 72 hours.
3. Perform routine driving assignments and run errands in support of sworn staff; pick up various items from the crime lab and City Hall; transport police vehicles to other locations as needed.
4. Direct and control traffic, crowds, and congestion during emergency situations or special events.
5. Provide assistance in processing and maintaining evidence and property; conduct research and provide disposition of cases as needed.
6. Respond to general inquiries from the public at the front counter, on the phone or in the field; receive and process found, recovered or stolen property and evidence; take fingerprints from citizens for identification records.
7. Provide station tours for various schools and community groups; give presentations at various schools.
8. Assist in the maintenance and inventory of Police Department equipment and supplies.
14. Assist and investigate in non-injury accident investigations, criminal and non-criminal nature calls.

Marginal Functions:

1. Prepare reports or diagrams when requested.
2. Perform related duties and responsibilities as required.

CITY OF BELMONT
Community Services Officer (Continued)

QUALIFICATIONS

Knowledge of:

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
Principles and techniques of parking enforcement and traffic control.
Technical and administrative methods of law enforcement including investigation, identification and care and custody of persons and property.
Modern office procedures, methods and computer equipment.
Methods and techniques of obtaining fingerprints.
Pertinent Federal, State and local laws, codes and regulations.
Principles of business letter writing and basic report preparation pertinent to Federal, State and local laws, codes and regulations.

Ability to:

Perform a variety of traffic and parking enforcement duties.
Respond to requests and inquiries from the general public.
Direct and control traffic during special events or other emergency situations.
Perform vehicle abatement functions.
Provide assistance in processing and maintaining evidence and property.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Conduct criminal, non criminal and accident investigations.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of police support experience or similar experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminal justice or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to potentially hostile environments.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; walking, sitting or standing for prolonged periods of time; operating motorized vehicles.