



COMMUNITY SERVICES OFFICER

DEFINITION

This non-sworn position is in the unclassified service category and assists with non-hazardous police and fire service activities.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification may report to a variety of classifications depending upon the manner in which it is utilized.

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.

Positions Assigned To The Police Department:

1. As assigned, investigates minor incidents such as petty theft, lost and found property, missing person, property damage traffic accidents, City ordinance violations, and abandoned vehicles.
2. Engages in routine activities such as ordering and picking up supplies, conducting data searches, informing victims of case status, and serving subpoenas.
3. Participates in routine crime prevention tasks such as public awareness programs and park, school and neighborhood security checks.
4. Assists with traffic and crowd control ~~as assigned~~ and enforces parking regulations, as required.
5. Prepares clear, concise, ~~and~~ accurate ~~and thorough~~ reports as required.
6. Performs other police support work as assigned such as ~~manning-staffing~~ public desks and phones, fingerprinting, ~~various jail duties and varied office work~~ clerical tasks, ~~including data entry~~ ~~inputting data to automated files by data processing terminals~~, and ~~jail duties~~.
- 6-7. ~~Collects and counts money received from parking meters.~~

Positions Assigned To The Fire Department:

1. ~~Performs annual multi-unit residential inspections.~~
1. ~~Collects and counts money received from the parking meters; makes minor repairs on meters.~~
2. ~~Removes graffiti and illegal signs and posters from public property which includes using chemical cleaners, sand blasters, and paint. May work with court referred community service workers.~~

2. Performs general custodial duties at fire facilities and on City vehicles as well as routine mechanical maintenance; disposes of recyclable materials and assists in picking up identified hazardous waste; ~~and distributes supplies; runs errands and~~
3. ~~P~~performs ~~varied office work~~various clerical tasks such as answering telephones, assisting the public at the fire prevention counter, and ~~simple~~ data entry.
4. ~~Straps water heaters for elderly citizens as part of an~~ Participates in earthquake preparedness ~~and fire prevention tasks such as providing public education, strapping program water heaters, and delivering sand and sandbags as required.~~ Delivers sand and sandbags for flood and slide prevention.
5. Engraves name badges, plastic signs, tools and equipment.
- ~~6. Passes out flyers and Assists Fire Prevention with public education.~~
- ~~7.6~~ Assists the Communication Technicians with radio installations and de-installation and audio and video set-up at various city locations.
- ~~8.7~~ Assists with the set-up for community events.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Skill and Ability to:

- Accurately observe events and make sound judgments.
- Operate vehicular equipment.
- Prepare reports.
- Learn varied police and fire support services.
- Use first aid techniques.
- Meet physical ~~character and medical~~ requirements established by the department, ~~and stay calm under pressure.~~
- Deal tactfully and effectively with people.
- Analyze problems and find solutions.
- ~~Write and record information.~~
- Effective verbal and written communication. ~~Communicate verbally.~~

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand for long periods, walk long distances, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- ~~Require the ability to stand for long periods.~~

- ~~Require the ability to walk long distances.~~
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75-100 pounds. ~~pounds and may occasionally weigh up to 100 pounds.~~
- May be required to work within enclosed spaces or at heights above ground level.
- Is subject to office and outside environmental conditions.
- May be required to drive within and outside City boundaries.