



CITY OF LAKEPORT
COMMUNITY SERVICES OFFICER

Job Description

DEFINITION

Under general supervision, performs a wide variety of civilian law enforcement duties in support of various Police Department services and activities, such as parking enforcement, vehicle abatement, records, report writing, evidence processing, and assistance with special events; performs a variety of routine and specialized clerical tasks; performs other duties as required.

CLASS CHARACTERISTICS

This single-position class is characterized by varied law enforcement duties, routine administrative and clerical tasks.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Perform a wide variety of non-sworn law enforcement support services such as traffic and crowd control, property and evidence management, report writing; relieve sworn police personnel by handling time consuming, non-hazardous calls, and receiving information from the public.

Enforce parking violations and issue citations, perform code enforcement; enforce municipal codes and vehicle codes that apply to non-moving vehicles; inventory, identify and tow improperly parked and/or abandoned vehicles; maintain accurate vehicle removal and storage records, and perform other related duties as necessary.

Perform records office duties including answering phones, assisting the public with a variety of questions and services; direct calls, photocopy and distribute police reports, resolve issues and complaints from the public, perform various clerical and data entry functions as needed, assist in maintenance of files, assist with special projects and assignments, and offer general support to clerical supervisors and staff, perform other related duties as necessary.

Assist with maintenance of equipment, supplies, and facilities, including patrol vehicles and office equipment and establish and maintain positive and effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public.

QUALIFICATIONS GUIDELINES

Education and/or Experience

A combination equivalent to completion of the 12th grade and two (2) years of experience in public contact.

Knowledge, Skills, and Abilities:

Working knowledge of basic law enforcement activities, terminology, practices and regulations; general office practices and procedures including operation of standard office equipment and computers; basic record keeping principles and practices.

Ability to read, understand and interpret applicable laws, codes and ordinances; enforce codes firmly and respectfully; maintain confidentiality; maintain efficient records; learn the geography of the city; demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties; obtain First Aid and CPR certification; prepare accurate and grammatically correct written reports; learn and perform vehicle abatement; learn all necessary functions of the position; operate radio equipment; work independently and use good judgment; conduct work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others; communicate clearly and concisely both orally and in writing; understand and carry out oral and written instructions; work efficiently and cooperatively with representatives of other City departments, outside agencies and members of a diverse public; assist the public in a polite and tactful manner; travel to attend training classes; promote the mission and values of the police department.

Special Requirements

Possession of a valid California Drivers License and a satisfactory driving record. Must be at least 18 years of age. Must Pass a thorough background investigation, which includes a polygraph examination and a criminal record check. Must pass a psychological evaluation and medical examination, to include drug testing. Must pass all required department training.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision and restraint of juveniles, etc.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility : Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Good: Without correction vision not less than 20/100 in each eye, which must correct to 20/30

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

CLASS RANGE NO.	34.7
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	