

# COMMUNITY SERVICE OFFICER

Effective:6/05

Class Code: 130

Range: 545

## **DEFINITION:**

Under general direction to perform public safety support to the community within a law enforcement district, enforces county and state ordinances as directed and mediates district complaints, and to perform related work as required.

## **EXAMPLES OF PRINCIPAL DUTIES AND POSITION FUNCTIONS:**

Serves as a community resource to enhance the Sheriff's Department programs by resolving problems and mediating neighborhood concerns and disputes.

Monitors a law enforcement district on foot, bicycle or motorized vehicle to interact with the community and identify problems; reports hazard and obstruction complaints to appropriate agency.

Enforces county ordinance violations and nuisance complaints; assists with the abandoned vehicle program; and identifies and initiates appropriate action, including the issuance of warnings and citations for parking, solid waste and abandoned vehicle violations.

Gathers and assembles facts; interviews complainants and witnesses to analyze and evaluate noncriminal violations; prepares written reports; and appears in court as required.

Prepare written statistical reports for analysis of program activities.

Acts as liaison with the community to provide information, direction and referral to governmental service organizations; assists with the preparation of Motor Vehicle Division forms; fingerprints citizens; and retrieves and documents found property.

Assists with community events and community watch programs.

## **POSITION REQUIREMENTS:**

Any combination of education and experience sufficient to perform the duties of the position; or documented related work experience in responsible positions with a willingness to complete criminal justice course work for advancement and certification.

Position requires the ability to learn and apply ordinances, regulations, and policies; ability to learn, evaluate and analyze facts; ability to deal with hostile situations utilizing conflict resolution processes, conciliatory and crisis intervention techniques; ability to speak and write effectively; ability to record information clearly and concisely; ability to understand and carry out instructions promptly; ability to perform simple mathematical calculations and draw simple diagrams; ability to walk for long periods of

time; ability to ride a bicycle; ability to establish and maintain effective relationships with other employees, governmental agencies, and the general public.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

Possess a valid Oregon Driver's license and medic/first aid certification within 30 days of employment. Must pass an in-depth background investigation and drug screen.

**CRIMINAL JUSTICE EMPLOYEE CHARACTERISTICS:**

Reserved	Intelligent
Assertive	Practical
Self-assured	Dependable
Independent	Conservative
Controlled	Shrewd
Emotionally stable & mature	Leadership qualities
Tough minded & self-reliant	Self-sufficient

**EQUIPMENT UTILIZED BUT NOT LIMITED TO:**

First Aid Kit  
Flashlight  
County Ordinances  
Pen/Pencil  
Radio  
Cellular Phone  
Street Maps  
Telephone  
Vehicle  
Bicycle  
Personal Computer  
Photocopier  
Citation Book