




**CITY OF COON RAPIDS  
POSITION DESCRIPTION**

**COMMUNITY SERVICE OFFICER  
*Part-Time***

Department/Division: <b>Police/Patrol Division</b>	Supervisor: <b>Shift Commander</b>	Classification: <b>Non-exempt Salary Grade: 13</b>
Prepared by: <b>Human Resources Coordinator</b>		Date: <b>April 2010</b>
Approved by: <b>City Manager</b> 		Date: <b>April 2010</b>

**SUMMARY OF POSITION:**

Works under the general guidance and direction of the Shift Commander to perform various non-criminal related police related police services of routine difficulty in office and the field.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Receives and transmits messages over police dispatching radio.
- Picks up stray animals and delivers to appropriate shelter.
- Issues citations for animal ordinance violations and handles dog /cat bite follow-up procedures.
- Maintains animal complaint related records.
- Maintains police squad supply inventory.
- Delivers police vehicles for maintenance and washing.
- Maintains all police equipment and checks portable and squad radios for working order.
- Delivers and picks up correspondence.
- Provides escorts.
- Assists police officers at the scene of accidents with traffic control.
- Assist in towing situations.
- Assists with traffic and radar surveys.
- Enforces parking ordinances.
- Responds to non-emergency calls for service as assigned by Central Communications.
- Understands and appreciates the role, responsibilities and limitations of non-sworn personnel in the delivery of police services.

- Follows oral and written instructions such as supervisor's work orders and equipment operation manuals.
- Regular and reliable attendance during scheduled work hours and outside regular hours as necessary.
- Provides effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- Maintains positive professional working relationships with all staff levels, other jurisdictions and outside agencies, and the general public.
- Performs essential position duties and responsibilities under the working conditions and physical demands described herein.
- Performs other related functions as apparent or delegated.

**REQUIRED KNOWLEDGE AND ABILITIES:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Ability to capture and cage domestic and wild animals.
- Ability to perform manual functions such as traffic direction and control.
- Ability to collect and handle evidence and property in accordance with department procedures.
- Ability to be detail oriented and follow through with tasks.
- Ability to communicate tactfully on police radio in accordance with department procedures.
- Ability to perform semi-strenuous duties.
- Ability to perform duties with tact, diplomacy and discretion.
- Ability to compose clear and grammatically correct documents, including initial complaint reports, supplements and citations.
- Must have the ability to accept criticism and/or discipline; must be fair and unbiased; must strive to promote a cooperative atmosphere in the department; and must exhibit a positive attitude.
- Ability to work cooperatively with City personnel, external vendors and the public.
- Handles confidential information appropriately.
- Ability to maintain a team and service oriented approach to work.

**MINIMUM QUALIFICATIONS:**

A combination of training and experience substantially equivalent to the following:

High school diploma or equivalent. Must be currently enrolled in a law enforcement program. This is an internship program designed to provide students in the law enforcement program working exposure in a police department. The internship is limited to no more than four years. Must possess strong communication skills and have an understanding and appreciation of the role, functions and responsibilities of a police department. Must possess a valid driver's license and good driving record.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an

employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; speak intelligibly, hear and read.
- The employee is frequently required to stand, walk and reach with hands and arms.
- The employee must frequently move, turn, lift and carry objects weighing up to 75 pounds.
- Specific vision abilities required by this position include close vision, color vision, distance vision and depth perception.
- Must be able to operate assigned equipment.

**EQUIPMENT/JOB LOCATION:**

Duties performed are typically outside in climatic extremes. When working in the office, this position will use common office supplies and equipment. Exposure to computer monitors in the office is typical. This position works closely with others.

**CONDITIONS OF EMPLOYMENT:**

- Must comply with organizational and departmental policies.
- Must possess a valid driver's license.
- Evidence of continual law enforcement school enrollment is required for this position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Coon Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.