

COMMUNITY SERVICES OFFICER
(PART-TIME)

DEFINITION:

Under general supervision, perform a wide range of community service duties and do other related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following:

Enforce parking regulations by vehicle and foot patrol; issue citations; assist Animal Control officers; assist in various licensing activities, including field enforcement involving inspection and investigation; perform Municipal Code enforcement activities; and operate a variety of vehicles and equipment. May be required to work shifts, holidays, and/or weekends.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or GED to assure the ability to read and write English at the level required for successful job performance and have experience in dealing with the public. Must possess a valid California driver's license. Education and/or experience in the field of law enforcement is highly desirable.

Knowledge, Skills, and Abilities: Requires knowledge of the principles of public relations. Must be willing to perform a variety of assignments dealing with citizens, the community, and the general public; have skill in operating the vehicles and equipment necessary to perform the job; and have the ability to read and understand department policies and regulations; effectively assess situations and develop an appropriate course of action; operate a vehicle safely; memorize details and incidents accurately; interpret codes and regulations; maintain records and prepare reports; meet the public tactfully and courteously; and work with others cooperatively.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee may frequently drive to specific locations; work outdoors and may be exposed to variable weather conditions. The employee is frequently required to walk, stand, stoop, kneel and use arm, legs, and back to occasionally lift and/or move up to 35 pounds. Will use arms to reach and carry, and use hands to operate, finger, handle object and controls. Vision abilities required by this job include close vision, depth perception, night vision, and the ability to adjust focus. Must be able to accurately perceive sound. Noise levels are moderately loud when outdoors.