



Job Description

Job Title:	Community Service Officer	Job Grade:	120
Department/Group:	Police Department	Exempt Status:	Non-Exempt
Reports To:	Commander	Date Created:	January 2019

JOB SUMMARY

This position is a non-sworn uniformed position that works in a law enforcement environment assisting Police Officers with administrative, patrol, and other duties as needed or assigned. Primary duties include cataloging evidence, park patrol, city ordinance enforcement, responding to animal complaints, vehicle unlocks, and running errands. This position is intended to introduce and prepare individuals for a career in law enforcement.

PRIMARY JOB FUNCTIONS:

- Responsible for organizing and managing the Property Room, ensuring proper procedures are followed for cataloging, filing, handling and transporting evidence. Additional responsibilities for a number of administrative clerical tasks including, filing police reports and other records.
- Responsible for completing a variety of deliveries as directed, including court messenger service, inter-agency delivery, found property pickup.
- Patrol support services, including traffic direction, speed studies, security standby, vehicle lock outs, fingerprinting, crime prevention, response to medicals as directed, first aid.
- Responsible for safety and supervision of park system users and property, including contact with facility users and maintenance and recreation staff, education regarding park ordinances, visual checks and special events.
- Responsible for assuring that squad and other police vehicles are ready for service, including cleaning, transport for service, and arranging for repair and maintenance of equipment as assigned.

SECONDARY JOB FUNCTIONS:

- Performs other duties and responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED, and enrollment in accredited law enforcement courses or program.
- Must have practical knowledge of MS Office Word and Excel software applications.
- First Aid and CPR certification preferred. To be eligible for employment, candidates must pass a background investigation to the City's sole satisfaction.

Certificates/Licenses Required:

- CPR and AED, EMR Certified.
- Valid MN driver's license.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Employee reports to and receives direction from the Sergeants, Commander, and Police Chief.

Internal/External Contacts:

- Daily contact with all Police Departmental staff.
- Daily to weekly contact with the public, other Law Enforcement professionals, other city department staff, Citizen groups, businesses and organizations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to communicate well with the public and city employees.
- Ability to complete tasks assigned in a timely manner.
- Ability to define problems and draw valid conclusions.
- Sense of loyalty and responsibility toward the City.
- Possesses time management and planning skills.
- Understands the desired end product of job assignments in order to ascertain the most efficient and effective way to achieve the desired work product.
- Must understand how evidence is processed and stored.
- Must be able to communicate with the public and coworkers.

WORK ENVIRONMENT:

- Some exposure to outside and inclement weather and demands driving in all conditions.
- Potential exposure to hazardous materials.
- Potential exposure to blood pathogens if directly engaged in active police work.
- Potential exposure to chemical agent such as OC, or Freeze +p if directly engaged in active police work.
- Potential exposure to communicable diseases if directly engaged in active police work.
- May occasionally deal with angry or upset citizens.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to lift up to 50 pounds and pull up to 100 pounds to drag a human body of average weight.
- Wear complete uniform.
- The employee is frequently required to stand, walk and use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Use of different equipment as required on the job.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone, Computer, and Copier
- Equipment needed for Police Departmental work including police vehicle

ADDITIONAL INFORMATION

- There is one (1) part-time position and two (2) seasonal positions available.
- Must be available to work days, evenings and weekends.
- \$19.77-\$24.70 hourly dependent upon qualifications.
- Applications will be accepted until 4:30 p.m. on March 25, 2019.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
 - a. For the Part-Time position, please fill out the Regular Employment Application.
 - b. For the Seasonal position, please fill out the Seasonal/Intern Employment Application.
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.