

**CITY OF CANBY
POSITION DESCRIPTION**

SEASONAL COMMUNITY SERVICE OFFICER (CSO)

DEPARTMENT: Police
FLSA CLASSIFICATION: Non-exempt
REPORTS TO: Chief of Police
SUPERVISES: None

DEFINITION:

Performs a variety of service involving education and enforcement of City Code such as ordinance enforcement, parking enforcement, and assisting in a support services role for police department officers and staff. The position is a civilian, non-sworn employee with the ability and responsibility to enforce city ordinances and provide public service and problem solving with a primary focus on ordinance enforcement.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding cases.
- Assists in detecting, deterring and resolving problems and issues as they relate to the CSO position within the community.
- Provides support and assistance to licensed peace officers as required or directed.
- Recovers and transports abandoned or found property. Logs items into evidence.
- Responds to complaints concerning violations of various city ordinances, including but not limited to, wildlife, parking complaints, junk/garbage violations, long grass, and other ordinance violations. Takes appropriate actions as necessary and documents actions taken. Focuses on problem solving and service.
- Writes detailed and accurate reports of incidents handled.
- Works an assigned shift using own judgment in deciding course of action, being able to handle situations without assistance.
- The CSO is not authorized to operate an assigned squad car as an emergency vehicle but may be called upon to assist with traffic direction using the assigned squad car or on foot.
- Performs required reporting and records management on incidents handled and investigated.
- Provides support and assistance to licensed peace officers as required or directed.
- Performs other related duties and assignments as required or directed.

EQUIPMENT USED:

- Service Vehicle
- Portable radio
- First aid equipment
- Computer, including desk top, mobile computer, and applicable software
- Telephone/Mobile Device

REQUIRED KNOWLEDGE AND ABILITIES:

- Some general knowledge of objective law enforcement principles, procedures, techniques and equipment or the ability to learn and apply this knowledge effectively. High level of effective customer service.

- Ability to learn, as well as fairly and objectively apply the applicable laws, ordinances and department rules and regulations.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, professional contacts, and the public.
- Ability to exercise sound judgment in evaluating situations and in making decisions that may include enforcement actions including issuing citations.
- Ability to follow verbal and written instructions.
- Ability to learn and effectively navigate the city's geography.
- Ability to understand Minnesota Data Practices Laws and maintain confidentiality of the position and information within the department.
- Shall display self-confidence, integrity, and follow through with commitments.
- Excellent written and verbal communication skills.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years old with a High School diploma or equivalent.
- General knowledge of Windows-based computer programs and ability to learn and utilize computer-based records management system.

PREFERRED QUALIFICATIONS:

- Associate Degree or equivalent in criminal justice or related field or currently enrolled in a criminal justice program.
- Previous experience in public service or customer service working with the general public.
- Understanding of objective ordinance enforcement and problem resolution.

CONDITIONS OF EMPLOYMENT:

- Possession of a Minnesota Class D Driver License and a good driving record.
- Must satisfactorily pass a criminal background examination.

WORK SCHEDULE:

This seasonal position works 10 – 15 hours a week with a flexible shift.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others and have contact with the public. Work may be performed indoors and outdoors, in loud and noisy locations, and have frequent exposure to fumes or airborne particles and outdoor weather conditions. This position will occasionally work near moving mechanical parts, in high, precarious places, and have exposure to toxic or caustic chemicals and the risk of electrical shock.

Activities that will **occur continuously**, talking, communicating, using hands and fingers, handling or feeling, seeing close and distant, ability to adjust focus, depth perception, color and peripheral vision, vocal communication, and hearing.

Activities that will **occur frequently**, exerting up to 25 pounds of force, walking, speaking and hearing.

Activities that **occur occasionally**, exerting up to 50 pounds of force, standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.

The job 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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Canby.

Employee Signature	Printed Name	Date
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