



## Job Description

<b>Job Title:</b>	<b>Community Service Officer (CSO)</b>
<b>Department/Division:</b>	<b>Police Department</b>
<b>Supervisor's Title:</b>	<b>Police Sergeant</b>
<b>Exempt/Non-exempt:</b>	<b>Non-Exempt</b>

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### **Position Objective:**

While assigned as a CSO, the primary duties are to provide support services to all divisions of the Police Department and perform tasks assigned by a superior officer.

### **Essential Job Functions:**

- Provides assistance to the Police Department in the following areas: Property Room, Records, Crime Prevention, fingerprinting, found property pickup, release of property to rightful owners, and delivery of City Council agendas.
- Provides assistance to Patrol and Investigations in the following areas: Prisoner booking, prisoner transport, fingerprints, ferrying squads for service, equipment maintenance, inventory control, traffic direction, security standby, vehicle lockouts, respond to medical emergencies, animal complaints, facility tours, court messenger service, take minor reports, fix-it ticket violations, and deliveries to other city departments.
- Enforces parking laws and ordinances, and property code violations.

### **Other Job Functions:**

- Keep a superior advised of operational needs and perform other duties as required.
- Must be able to work both independently and in a team environment using critical thinking skills and also demonstrate public relation skills.

### **Knowledge, Skills and Abilities**

#### *Knowledge of:*

- *Local ordinances and State Statutes*

#### *Skilled in:*

- *Problem solving*
- *Communications (oral and written)*

#### *Ability to:*

- *Ability to multi-task*
- *Work well under routine and stressful conditions*

### **Minimum Qualifications**

- High School Diploma or Equivalent.
- Continued qualification for and possession of a Minnesota Class "D" driver's license.
- Ability to safely operate a motor vehicle.
- Ability to do some lifting, bending, climbing, reaching, overhead pushing and pulling.

- Ability to work flexible schedules, including evenings, weekends, and holidays.

**Desirable Qualifications:**

- Knowledge of Microsoft Office Products (i.e. Word, Excel, PowerPoint, Outlook, Internet, etc.)
- Experience in a police reserve program, police explorer program, police cadet program, or police internship.
- Interest in attending a post secondary Law Enforcement/Criminal Justice Program.
- Two years of work experience in dealing with the public.
- Certified First Responder or EMT.

**Examination:**

- Training and Experience Rating
- Oral Interviews
- Other testing as appropriate
- Final candidate must successfully complete a thorough comprehensive background investigation and drug test.

**Shared Organizational Values**

- Respect
- Pride
- Safety
- Excellence
- Responsiveness
- Teamwork
- Fiscal Responsibility
- Integrity
- Friendliness

January, 2020