

City of Cottage Grove
Job Description
Community Service Officer (CSO) Part Time

Department: Police	FLSA: Non Exempt
Reports to: Police Captain	Representation: N/A
Pay Range: \$17.60 to \$22.46 per hour, DOE	Date Adopted: 7/1/18

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs paraprofessional public safety support duties of moderate difficulty and variety in assigned areas; exercises a limited degree of independent judgment. This is a non-sworn position.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Assists with responses to non-emergency calls for service; Animal Control including dogs at large, found dog(s), dog impound and transportation of dogs to Greenhill; Jail duties including inmate meals, release, hourly jail checks, administering of medications, work release, jail supplies; Parking enforcement including enforcing city ordinances and state statutes, abandoned vehicles.

ESSENTIAL FUNCTIONS:

- Work harmoniously with the public, the department, City organizations, and other agencies, and effectively communicate with a diverse public.
- Interact with City staff and general public using courtesy, tact, and good judgment and handle irate and emotionally upset citizens.
- Perform accurate fingerprinting service.
- Take photographs as ordered by Municipal Court.
- Assist with shop lift program.
- Serve subpoenas to victims/witnesses.
- Install child safety seats (ability to obtain certification within six months of date of employment).

- Assist at major incident scenes by providing traffic directions, obtaining supplies, food or other necessary items.
- Present prevention education and personal safety awareness talks and A-V presentations to appropriate community groups.
- Serve as contact person to citizen inquiries and provides information on public safety regulations, policies and procedures as appropriate.
- Collect data from various sources and prepares and distributes information materials.
- Compose and/or type letters and reports; maintain files.
- Attend required training classes.
- Available to work varying shifts and/or irregular hours, if required.
- Perform other duties as required.

IMPORTANT FUNCTIONS/ABILITY TO:

- Interpret and apply program information in making work decisions or providing information.
- Effectively enforce non-violent code requirements, and investigate complaints.
- Work in a team environment and assist sworn officers in a variety of incidents.
- Respond quickly and calmly in potential emergency situations, being aware of limits of authority.
- Operate various office equipment, radio, hand tools, van and truck.
- Acquire effective presentation skills, and to verbally present ideas, information and thoughts in a clear and concise manner to groups of varying sizes and backgrounds.
- Prepare legible written reports that reflect accurate reporting of information received, properly spelled words and appropriate grammar.
- Perform basic clerical duties such as composing and typing correspondence and inspection/survey reports, filing alphabetically and numerically.
- Read and decipher maps.
- Provide clear explanations of applicable policies and procedures.
- Attend out-of-town training for short or extended periods, if required.
- Understand and follow verbal and written instructions.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate equipment and enter data into a computer requiring repetitive arm-hand movement in confined spaces such as when operating a lap top while in a vehicle.
- Ability to stand for extended periods of time such as when directing traffic.
- Ability to maintain both audio and visual communication/contact.
- Ability to work within a restricted space (such as the municipal jail).
- Walk up and down stairs several times per shift.
- Ability to lift and pull items from overhead.

- Coordinated movement of more than one limb simultaneously is required, such as when using a hand-held radio while driving, using a flashlight while driving, or when directing traffic.
- Lift and carry objects such as equipment, supplies or evidence weighing up to 10 pounds on a frequent basis and 30 pounds on a semi-regular basis.

JOB SPECIFICATIONS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Education & Experience:

High School diploma and one-year experience providing public assistance in a social service and/or criminal justice environment.

Special Requirements and Certifications:

- Possess a good driving record. This classification requires the use of a City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle safely and must possess a valid Oregon driver's license. Employee must maintain a safe driving record while employed with the Cottage Grove Police Department
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.
- Qualify for access to computerized city and criminal justice files (LEDS Certification)

Supervision Received:

Under direct supervision of Patrol Sergeant and/or Patrol Commander. After training period, performs routine duties independently. Does not supervise others.