

## **COMMUNITY SERVICE OFFICER**

### **NATURE OF WORK**

Performs administrative duties, animal control duties, code enforcement, and police support services. Position involves high public contact. Performs duties under the general supervision of the Police Sergeant.

### **ESSENTIAL JOB FUNCTIONS**

1. Enforces City Code; writes citations for ordinance violations.
2. Performs administrative and police support duties as assigned, including but not limited to, delivery of documents and materials to Anoka County Government Center and other entities, delivery of City Prosecutor subpoenas, traffic control at special events and/or at accident scenes, receiving/storing/releasing impounded property and evidence, and prisoner transports.
3. Performs animal control including investigations of animal complaints and the issuing of citations where violations are evident.
4. Performs premise security surveys for homes and businesses.
5. Patrols local parks to deter vandalism and other criminal conduct.
6. Interacts with park users encouraging safe and lawful use of park facilities.
7. Performs other duties as assigned.

### **REQUIRED QUALIFICATIONS**

High school graduate or equivalent

Valid Minnesota driver's license and satisfactory driving record

One year work experience of a public contact nature

Excellent verbal and written communications skills

### **DESIRED QUALIFICATIONS**

Previous work experience providing police support services

One year of post-secondary training in criminal justice, law enforcement, or related subjects

Typing skills

One year training or experience in the operation of a computer using Microsoft Office Suite software

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the City of Columbia Heights, or ability to acquire within a short period of time.

Skill in the operation of a computer using Microsoft Office Suite software.

Ability to work with minimal supervision and to complete tasks in a timely and thorough manner.

Ability to effectively work with the public.

Ability to perform all necessary tasks in an enthusiastic and effective manner.

Ability to learn processes and procedures as established by the department.

Ability to treat police matters confidentially.

Ability to work flexible hours and work days.

Ability to prepare clear, concise, and accurate reports in a timely manner.

Ability to develop programs and implement same.

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# COMMUNITY SERVICE OFFICER

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	O	1,2,3,4,7	Work Alone w/out other employees	F	1,2,3,4,5,6,7
Moving About	C	1,2,3,4,5,6,7	Work With Others (the public or other employees)	F	1,2,3,4,5,6,7
Sitting	O	1,2,4,5,7	Work Around Other Employees	F	1,2,3,4,5,6,7
<b>Physical Strengths and Demands</b>			Public Contact	C	1,2,3,4,5,6,7
Lifting-Push & Pull While Stationary			Shift Work	C	1,2,3,4,5,6,7
Sedentary-up to 10 lbs.	F	1,2,3,4,7	Extended Day	F	1,2,3,4,5,6,7
Light Work-11 to 20 lbs	O	1,2,3,4,5,6,7	Inside	C	1,2,3,4,5,6,7
Medium Work-21 to 50 lbs	O	1,2,3,7	Outside	C	1,2,3,4,5,6,7
Heavy Work-51 to 100 lbs	V	1,2,3,7	Confined Area		
Very Heavy-over 100 lbs	V	1,2,3,7	Extreme Hot	V	1,2,3,4,5,6,7
Carrying-Push & Pull While Moving About			Extreme Cold	O	1,2,3,4,5,6,7
Sedentary-up to 10 lbs	F	1,2,3,4,5,6,7	Wet and/or Humid	O	1,2,3,4,5,5,7
Light Work-11 to 20 lbs	O	1,2,3,4,5,6,7	Noise	F	1,2,3,4,5,6,7
Medium Work-21 to 50 lbs	O	1,2,3,7	Vibration	V	1,3,7
Heavy Work-51 to 100 lbs	V	1,2,3,7	Mechanical Equipment	V	1,3,7
Very Heavy-over 100 lbs	V	1,2,3,7	Electrical Equipment		
Climbing	V	1,3,4,7	Pressurized Equipment		
Balancing	O	1,2,3,4,7	Burning Material/Equipment		
Stooping	O	1,2,3,4,7	Explosive Material/Equipment		
Kneeling	F	1,2,3,4,7	Radiant Energy		
Crouching	O	1,2,3,4,7	Moving Objects	F	1,2,3,4,5,6,7
Crawling	V	1,2,3,4,7	High Places		
Reaching	F	1,2,3,4,7	Fumes/Odors		
Twisting-Sitting	C	1,2,3,4,5,7	Dirt/Dust	F	1,2,3,4,5,6,7
Twisting-Standing	C	1,2,3,4,5,6,7	Gases		
Handling	C	1,2,3,4,5,6,7	Poor Ventilation		
Fingering	C	1,2,3,4,5,6,7	Other (Specify)		
Feeling	F	1,2,3,4,7	Other (Specify)		
Talking	C	1,2,3,4,5,6,7			
Hearing	C	1,2,3,4,5,6,7			
Seeing - Near Vision	C	1,2,3,4,5,6,7			
Seeing - Far Vision	C	1,2,3,4,5,6,7			
Seeing - Depth Perception	C	1,2,3,4,5,6,7			
Seeing - Color Vision	C	1,2,3,4,5,6,7	Codes:		
Seeing - Field of Vision	C	1,2,3,4,5,6,7	Blank - Not Present		
Smelling	F	1,3,5,7	V = Very Infrequent 1 to 2 times a week		
Walking	C	1,2,3,4,5,6,7	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7	F = Frequent - 1/3 to 2/3 of time		
Driving	C	1,2,3,4,5,6,7	C = Constant - More than 2/3 of time		
Other (specify)					