



EMPLOYMENT OPPORTUNITY

Community Service Officer

Salary: \$3,250 monthly / G7

Filing Deadline: 5:00 PM, Thursday, October 8, 2020

*The City of El Centro is seeking to fill a vacant full time position of Community Service Officer in the El Centro Police Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

POSITION SUMMARY:

Under general supervision, performs paraprofessional and routine field and office duties in support of the Police Department, performs related responsibilities as required.

REPORTING RELATIONSHIPS:

This position reports to a Police Sergeant and/or Police Commander and receives technical direction in the field from sworn Police Officers. This is an entry-level, non-sworn position within the Police Department. Incumbents may be assigned to any of the following divisions or details: Patrol, Investigations, Training or Special Assignments. They may be assigned to any of the following duties within those divisions or details: Report taking, Crime prevention, Evidence collection and Property room coordination.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

PATROL

- Enforces City ordinance violations and certain State Vehicle Code violations.
- Completes written reports of various criminal activities and traffic related issues.
- Interviews victims and witnesses.
- Reports quality of life issues to the proper City agency for correction.
- Directs traffic at collision scenes, fire scenes, crime scenes and other emergencies to ensure safety of the public at large.
- Collects, preserves and transports evidence or found property from crime scenes.
- Serves subpoenas and court documents to citizens, officers and other departmental personnel.
- Checks City vehicle equipment for proper performance and transports vehicles to and from repair shops.
- May testify in court.
- May assist in the training of new Community Service Officers.

INVESTIGATIONS

- Contacts Imperial County Jail to identify last day prisoners, compiles related criminal reports for

prosecution by the District Attorney's Office.

- Delivers criminal reports, traffic citations, criminal complaints and related paperwork to District Attorney's Office, Traffic Court, Superior Court and County Probation.
- Completes written reports of various criminal activities, follows up existing reports and obtains records from various sources to complete investigations.
- Takes photographs and lifts fingerprints at crime scenes and from property and victims.
- Collects, preserves and stores physical evidence to maintain its integrity for use in court proceedings.
- Prepares courtroom displays.
- Destroys and disposes of evidence, including weapons and narcotics in accordance with the California Penal Code.
- Routes evidence requiring laboratory analysis.
- Maintains evidence and property records
- May testify in court.
- May assist with the training of new Community Service Officers.

TRAINING

- Creates a variety of crime prevention programs based upon the needs of the City and its citizens.
- Acts as a media liaison for the release of specific types of information.
- Completes written reports of activities.
- Assists in the hiring process of Departmental applicants.
- Maintains constant contact with a variety of groups for the furtherance of the City's goals and to address the needs of population.
- Photographs events and activities that highlight the Department and its members.
- Speaks to meetings and groups on a variety of topics.
- Creates flyers and posters for the needs of the Department.
- May testify in court.
- May assist with the training of new Community Service Officers.

QUALIFICATION GUIDELINES:

Education/Experience/Training:

Required: Equivalent to high school graduation, and public contact work experience. Possession of a valid class C California Driver's License, the ability to work various shifts, overtime, holidays and weekends.

Desirable: Completion of coursework in the principles of police science and criminal investigation. Experience in property and evidence collection and management.

Knowledge:

Basic public relations and good customer service attitude.

Skills:

Operate a motor vehicle, operate a personal computer, operate 2-way radios and operate telephones. Operate photography and evidence collection equipment.

Ability to:

Communicate effectively with Police Officers, support and supervisory personnel and the general public. Exercise tact in explaining and enforcing laws, policies and rules. Learn, understand and interpret laws, ordinances and Departmental policies. Prepare basic narrative and statistical reports. Learn traffic control techniques, evidence collection and preservation techniques, and criminal investigation techniques including interviewing methods.

THE SCREENING PROCESS

Application:

All applications will be evaluated for applicable education and experience. Only those applicants whose qualifications most closely relate to the position requirements will be approved to continue in the screening process.

Written Test:

All qualified applicants must take a written test, which may include but is not limited to the following factors: understanding of oral information, classifying information, reading comprehension, written communication/report writing and map reading.

Written Test Dates:

Approved applicants will be notified by mail regarding the specific date, time and location. **You must have a Written Test Appointment Notice in order to be admitted to the test.**

Oral Interview:

The scores from the written test will be used to determine who will be selected to move forward with the interview process.

Scoring:

The scores received from the Written Test and Oral Interview, which will be weighted at 50% and 50% respectively, will be combined for an overall score.

Eligibility List:

Candidates with an overall passing score may be placed upon an eligibility list in rank order. The list will be used to fill vacancies for the next one year (or until the list is exhausted). While the City may choose to “extend” the Eligibility List past the initial one year time frame, nothing obligates the City to do so.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.