

I. Position Summary

Under general direction to perform public safety support to the community within a law enforcement district, enforces county and state ordinances as directed and mediates district complaints, and to perform related work as required.

II. Examples of Essential Position Duties

- Serves as a community resource to enhance the Sheriff's Department programs by resolving problems and mediating neighborhood concerns and disputes. Acts as community liaison for crime prevention.
- Monitors a law enforcement district on foot, bicycle or motorized vehicle to interact with the community and identify problems; reports hazard and obstruction complaints to appropriate agency.
- Enforces county ordinance violations and nuisance complaints; assists with the abandoned vehicle program; and identifies and initiates appropriate action, including the issuance of warnings and citations for parking, solid waste and abandoned vehicle violations.
- Gathers and assembles facts; interviews complainants and witnesses to analyze and evaluate noncriminal violations and crimes not involving suspect contact; prepares written reports; gathers evidence; appears in court as required.
- Prepare written statistical reports for analysis of program activities.
- Acts as liaison with the community to provide information, direction and referral to governmental service organizations; assists with the preparation of Motor Vehicle Division forms; fingerprints citizens; and retrieves and documents found property.
- Assists with community events and community watch programs.
- Works rotating shifts and adjusted work schedules which include holidays and weekends; works overtime when required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

III. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

- Any combination of education and experience sufficient to perform the duties of the position; or documented related work experience in responsible positions with a willingness to complete criminal justice course work for advancement and certification.

- Position requires the ability to learn and apply ordinances, regulations, and policies; ability to learn, evaluate and analyze facts; ability to deal with hostile situations utilizing conflict resolution processes, conciliatory and crisis intervention techniques; ability to speak and write effectively; ability to record information clearly and concisely; ability to understand and carry out instructions promptly; ability to perform simple mathematical calculations and draw simple diagrams; ability to walk for long periods of time; ability to ride a bicycle; ability to establish and maintain effective relationships with other employees, governmental agencies, and the general public.

IV. Typical Employee Characteristics

- Reserved
- Intelligent
- Assertive
- Practical
- Self-assured
- Dependable
- Independent
- Conservative
- Controlled
- Shrewd
- Emotionally stable & mature
- Leadership qualities
- Tough minded & self-reliant
- Self-sufficient

V. Equipment Utilized (but not limited to)

- First Aid Kit
- Flashlight
- County Ordinances
- Pen/Pencil
- Radio
- Cellular Phone
- Street Maps
- Telephone
- Vehicle
- Bicycle
- Personal Computer
- Photocopier
- Citation Book

VI. Licenses, Certificates and Other

Possession a valid Oregon Driver's license with an acceptable driving record. Possession of a medic/first aid certification within 30 days of employment. Must pass an in-depth pre-employment background investigation and drug screen.

VII. Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching, and grasping; to exert physical effort in standing, walking and/or frequent light lifting. Position requires minimal dexterity in the use of fingers, limbs or body in the operation of computers and office equipment. Requires the ability to operate a motor vehicle. Tasks are regularly performed outdoors with exposure to adverse environmental conditions such as heat, cold, wetness, dust, odors, and vehicular exhaust fumes. Tasks require color and visual perception and discrimination as well as oral communications ability.

VIII. Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, paint, traffic hazards, noxious plants and wildlife. May include exposure to disruptive people.

IX. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of

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these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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