



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

POSITION: Community Service Officer
Police Department

Duties include but are not limited to:

Assist and relieve law enforcement personnel in the performance of various law enforcement related duties which does not require being armed. This is a sworn position with police authority to perform the essential job functions which does not include arrest authority. Job Description attached.

MONTHLY SALARY RANGE: \$2,960 - \$3,598

Excellent City benefit package when eligible. This position is represented by the Redmond Police Officer's Association.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, or related field; or two (2) years experience in a law enforcement related position, or an equivalent combination of education and experience which demonstrates the ability to perform the functions of this position.

Must possess, or obtain within 30 days of employment, a valid Oregon Drivers' License without a record of suspension or revocation in any state. Basic First Aid/CPR certification.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

HOW TO APPLY:

Request application packet from:
Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office no later than 5:00 PM, Friday, August 29, 2008. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738. If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Community Service Officer
DEPARTMENT: Police
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 5
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

Assists and relieves law enforcement personnel in the performance of various law enforcement related duties which does not require being armed. This is a sworn position with police authority to perform the essential job functions which does not include arrest authority.

ESSENTIAL JOB FUNCTIONS:

Responds to specific types of law enforcement calls for service. Performs crime prevention duties and community oriented police services. Investigates thefts, frauds, forgeries, and other crimes that do not require being armed.

Duties could include processing, acceptance and storage of evidence/property of Department as assigned.

Contacts individuals to advise code violations and methods of compliance. When appropriate prepares and serves citations for City Code infractions.

Investigates and recommends enforcement of City of Redmond ordinances.

Enforces motor vehicle parking regulations including providing for removal of motor vehicles blocking roadways, fire hydrants, fire lanes, and driveways and checking for abandoned motor vehicles and providing for their removal from the roadway.

Assists with the custody, destruction and auction of evidence and property and assists in the City surplus auction.

Investigates and completes reports on automobile accidents as required with the authority to cite, arrest, and prosecute violators. Documents and maintains logs and complete records of all investigations, including complaints, photographs and other evidence, telephone contacts, follow-up visits and correspondence, and citations. Directs motor vehicle traffic as required including assisting with traffic control at special events. Provides assistance to disabled motorists as required.

Performs security and parking patrol duties; monitors posted airport parking areas (terminal curb, taxi & shuttle area, car rental lot, vendor & air cargo areas, employee lot and terminal drive) and issues citations for unattended and/or illegally parked vehicles; monitors terminal and air carrier ramp according to FAA security regulations.

Performs motorized and/or foot patrol of assigned areas. Prepares detailed written incident and other reports as required such as thefts and lost and found property.

Testifies in court as required and does any follow-up as ordered. Processes minor crime scenes for latent fingerprints, photographs and other evidence as required.

Performs animal control functions within the City. Provides fingerprinting when requested. Makes efforts to resolve

domestic problems (conflict resolution) or refer complainants to appropriate agencies.

Acts as Police Department liaison with various community organizations and/or agencies.
Assists public by giving directions, providing information and answering questions.

Attends meetings as required. Other duties as assigned.

JOB QUALIFICATION REQUIRMENTS

Mandatory Requirements:

High School diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, or related field; or two (2) years experience in a law enforcement related position, or an equivalent combination of education and experience which demonstrates the ability to perform the functions of this position.

Felony convictions and disqualifying criminal histories within the past seven (7) years are not allowed; U.S. Citizen; must be able to read and write the English language; must be of good moral character and pass a thorough background investigation.

Ability to learn the applicable laws, ordinances, and departmental rules and regulations; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with the general public, police department personnel; ability to follow verbal and written instructions; ability to learn the City's geography; ability to exercise sound judgment in evaluating emergency and non-emergency situations and in making decisions; ability to perform duties on self-initiating basis without constant and/or direct supervision.

Special Requirements/Licenses:

Must possess, or obtain within 30 days of hire, a valid Oregon Drivers License without a record of suspension or revocation in any state. Must have a safe driving record.

Basic First Aid/CPR certification.

Ability to meet police physical fitness standards.

“Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.”

SUPERVISION RECEIVED:

Work is normally performed under the general supervision of the Community Service Officer Supervisor who assigns and reviews work for conformance to laws and departmental rules and regulations.

SUPERVISORY REAPONSIBILTIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is occasionally required to sit and talk and talk or hear. The

employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; telephone system, copy machine, fax machine. The safe operation of law enforcement equipment including City motor vehicles, two-way radios, camera.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in adverse weather conditions; works near moving vehicles and vehicle exhaust fumes. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Ron Roberts
Police Chief

Sharon Harris
Human Resources Director

January 1, 2007
Date

ADOPTED: July 1, 1996
REVISED: January 1, 2006