



JOB DESCRIPTION

Community Service Officer (Part-Time)

City of Fridley, Minnesota



Date:	June 12, 2018		
Position Title:	Community Service Officer		
Department/Division:	Police/Patrol		
Grade:	B	Hourly Wage Range:	\$14.37 - \$17.93 per hour
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Patrol Sergeant		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION OBJECTIVE: Support the duties of the police operations by assisting Police Officers in enforcing applicable ordinances and statutes, as well as providing general assistance to the community. This is a uniformed non-sworn officer position and does not require licensed peace officer authority.

ESSENTIAL JOB FUNCTIONS:

1. Enforce applicable ordinances and statutes pertaining to animal control and selected health and nuisance ordinances, including handling complaints and problems, collection, containment and transportation of animals to shelters.
2. Enforce certain traffic laws and ordinances, issue violations and perform traffic control and direction.
3. Assist in crime prevention efforts, as directed.
4. Assist in recovery, inventory of lost, abandoned and confiscated property.
5. Provide security and traffic control for City facilities, parks and community events.
6. Perform motorist assistance by calling for vehicle service or other needs, transport occupants, etc.
7. Transport city materials, documents, and serve subpoenas, as directed.
8. Enforce animal control codes, including impoundment of animals, removing deceased, injured, vicious and/or stray animals within the City.

9. Operate all assigned equipment, tools and vehicles in a safe, professional and effective manner.
10. Compose, produce, proofread, and maintain clear, concise reports, documentation and organizational files.
11. Write reports and enter data into an automated records management system.

OTHER JOB FUNCTIONS:

1. Assist all units within the Police Department, as directed.
2. Transport department vehicles, selected equipment and critical documents to directed locations for service or assistance with official City business, community events and/or activities.
3. Perform light maintenance such as cleaning and service checks on equipment and vehicles.
4. Provides assistance to other City departments, as required.

MINIMUM QUALIFICATIONS:

1. Must be eighteen (18) years of age or older.
2. High-school graduate or GED equivalent.
3. Possess a valid driver's license and a good driving record with no restrictions.
4. Must satisfactorily complete and pass a thorough criminal background investigation, including fingerprinting and reference checks as well as a pre-placement physical and drug test.

DESIRED QUALIFICATIONS:

1. Post-secondary coursework in criminal justice, political science or related subjects. Currently enrolled students are also eligible.
2. Previous experience as a Police Explorer or uniformed volunteer Police Reserve.
3. Past volunteer or job-related experience in community, group or organizational activities.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of public safety procedures and organizational practices.
2. Knowledge of English, spelling, grammar, punctuation and vocabulary in order to write concise, legible and comprehensive reports.
3. Ability to perform basic computer functions, such as word processing and data entry or retrieval. Candidate will be provided complete training.
4. Ability to operate police vehicles and equipment.

5. Ability to prioritize assignments and work independently as well as a part of a team.
6. Ability to make decisions using good judgment and discretion in accordance with established policies and procedures.
7. Ability to establish and maintain effective working relationships and promote a positive image with supervisors, officers, officials, employees, other agencies and the public.
8. Demonstrated ability to effectively communicate verbally and in writing.
9. Ability to prepare and maintain accurate files, records and information.

WORK ENVIRONMENT:

The attached Job Activity Requirement form is a list of work environment characteristics that are representative of those an employee encounters while performing the essential functions of Community Service Officer. Employees in this position are uniformed and may encounter a variety of situations that involves significant risk to personal injury or unsafe situations. Candidates should understand the physical requirements of the position. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION AND BENEFITS:

Beginning wage is \$14.37 per hour. The position is scheduled up to twenty-three (23) hours per week with hours that may vary and rotate (primarily seeking weekday daytime hours), but may include evenings, weekends and holidays. Benefits include workers' compensation insurance, and employer's share of payments to Social Security, Medicare, and Public Employees Retirement Association (if eligible).

APPLICATION PROCEDURE:

For application materials go to the City's website at www.fridleymn.gov or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3504. All application materials must be received in the Human Resources Office by 4:00 p.m. Monday, July 9, 2018.

June 2018

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital or familial status, sexual orientation, participation in local commission, or status with regard to public assistance.

AA/EOE/ADAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Community Service Officer

Department/Division: Police Department

Brief Description of the Job Performed: Enforce applicable ordinances and statutes, assist Police Officers and provide assistance to the community.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others				X	Sitting				X
Reading				X	Works Alone		X			Standing				X
Writing				X	Customer Contact			X		Walking				X
Reasoning				X	Shift Work		X			Running	X			
Problem Solving			X		Extended Day	X				Lifting		X		
Attentiveness				X	Extreme Hot	X				Pushing/Pulling		X		
Work Supervision	X				Extreme Cold	X				Carrying		X		
Guidance Available			X		Extreme Noise	X				Bending at Waist		X		
Autonomy			X		Confined Area	X				Climbing		X		
Social Interaction				X	High Places	X				Repetitive hand motion	X			
Supervising Other Employees	X				Work Indoors		X			Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards	X				Kneeling		X		
					Electrical Hazards	X				Driving				X
					Explosive Material	X				Crouching	X			
					Chemicals (OSHA Def).	X				Crawling	X			
					Fumes	X				Use arm muscles over extended periods	X			
					Gases	X				Use leg muscles over extended periods	X			
					Other					Over shoulder height work	X			
					Animal Housing conditions		X			Stationary desk or bench work with neck bent forward	X			
					Dangerous traffic conditions when performing security	X				Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment	X			

Demand Codes:

Blank = Not Applicable or Not Present

V = Very Infrequent, 1 to 2 times a week

O = Occasional, up to 1/3 of time

F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

The number to times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	20	Boxes, office supplies, paperwork, files, packages	0 to 5 feet
11 - 24	10	Boxes, packages, equipment, animals	0 to 5 feet
25 - 34	1	Bicycles, equipment, animals	0 to 5 feet
35 - 50	1	Animals	0 to 5 feet
51 - 74	Once a month	Animals	0 to 5 feet
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	20	Boxes, office supplies, paperwork, files, packages	0 to 100 feet
11 - 24	10	Boxes, packages, equipment, animals	0 to 100 feet
25 - 34	1	Bicycles, equipment, animals	0 to 50 feet
35 - 50	1	Animals	0 to 25 feet
51 - 74	1	Animals	0 to 25 feet
75 - 100			
100 - 150			