

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Community Service Officer

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Classification Title:	Community Service Officer	Civil Service Status:	Unclassified
Department:	Police	FLSA Status:	Non-Exempt
Immediate Supervisor:	Chief of Police/designee	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time		

JOB RESPONSIBILITIES: Under supervision, patrols the City in order to assist in the protection of residents and businesses and property; responds to calls for assistance; assists with traffic control; performs a variety of routine tasks to assist in the efficient operation of the Department; prepares reports and other documentation.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school diploma or GED equivalent); must meet any legally established age limitations; must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the City's vehicle insurance policy; proficiency in Microsoft Office, particularly Outlook, and Word and proficiency in police department software systems or ability to become proficient within six (6) months of employment; must successfully pass a background check (no felony convictions); must satisfactorily complete all medical, physical, agility, and/or psychological examinations required by the City.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess a State of Ohio driver's license.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Promotes public safety within the City and good community relations by working positively with a diverse population.

Patrols assigned areas in order to deter, detect and report criminal activity.

Receives and responds to routine calls for service.

TITLE: Community Resource Officer

Clemans, Nelson & Associates, Inc.

Approval Date

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Assists certified law enforcement personnel with the protection people and property, enforcement of laws and ordinances, maintenance of order, and traffic control.

Directs and assists pedestrian and vehicular traffic.

Performs a variety of routine tasks to assist in the efficient operation of the Department (e.g., delivers internal mail; delivers court papers and subpoenas; prepares and distributes Crime Prevention Notices, Dog Violation Notices, etc.)

Prepares and maintains official records.

Maintains licenses and certifications as required.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: state and local criminal and traffic laws and ordinances;* geographical layout of the City;* department policies and procedures;* department goals and objectives;* government structure and process;* safety practices and procedures; professional law enforcement principles and procedures;* first aid;* cardiopulmonary resuscitation (CPR);* two-way radio operations;* traffic control;* public relations; community resources and services;* English grammar and spelling; computer software.*

Skill in: operating a motor vehicle, computer operation; adding machine or calculator operation; use of modern office equipment.

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Ability to: communicate effectively; develop and maintain effective working relationships; collect, analyze, and interpret data; prepare accurate documentation; work independently or with others; exercise sound judgment during stressful situations; follow detailed instructions; safeguard information of a sensitive or confidential nature.

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