

**City of Capitola**

**COMMUNITY SERVICE OFFICER**

**GENERAL PURPOSE**

The function of the Community Service Officer is to relieve sworn police officers from those duties that do not necessarily require a sworn officer, and perform the functions of the Animal Control officer. This is a field position functioning under the supervision of a patrol sergeant.

**SUPERVISION RECEIVED:**

Works under the close supervision of the Sergeant.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Takes non-injury collision reports and found bicycle reports

Subpoena service (witness, victim and civil only)

Enforce parking ordinances and issue appropriate citations as directed.

Abandoned vehicle abatement

Enforce Municipal Code as directed

Illegal dumping reports

Cold auto burglaries (only when no evidence exists)

Vandalism reports with no suspects or evidence only

Take counter reports

Minor misdemeanor or civil check investigations

Citation sign-offs

Crime prevention work

Record duties

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Appear in court and give testimony relative to citations issued.

Vehicle lockouts

Illegal sign removal

Deliver and pick up documents for court

Other related duties as assigned

Repair and collect from meters

Victim/Witness subpoena service

Community Service Officer/Animal Control:

Pick up and properly dispose of dead animals found on public streets or property.

Quarantine animals involved in bite cases.

Transport impounded animals to the S.P.C.A.

Inspect pet shops for cleanliness and care of animals as requested.

Patrol beach area for beached sea otters and other stranded sea mammals.

Assist S.P.C.A. and Department of Fish and Game with marine mammal strandings.

Rescue sick and injured domestic animals and wildlife and transport to veterinarian or S.P.C.A. facilities.

Capture and relocates healthy raccoons, opossums, bats, seals, sea otters, birds and snakes which are creating a nuisance or which have become misplaced.

Enforce Municipal Code as directed

**DESIRED MINIMUM QUALIFICATIONS**

General:

- (A) Must be 18 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Must be able to read and write the English language

Ability to follow verbal and written instructions

Ability to understand, apply and explains rules and procedures

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Ability to act in a courteous and effective manner when dealing with the general public

Ability to write clear, comprehensive and legible reports

Willingness to work hours other than 8 a.m. to 5 p.m. and weekends as required

Interpersonal skills sufficient to allow for training and successful interaction with the public

Education and Experience:

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

Any combination of education and experience that provides the skills and abilities shown above is acceptable. A way to obtain these qualifications would be:

Completion of the twelfth grade or the equivalent.

Two years of employment which includes public contact. Experience in a law enforcement or related agency is preferred.

A State of California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

(B) Some skill in the operation of most of the tools and equipment listed below.

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, copy machine. Police car, police radio, baton, handcuffs, breathalyzer, pager, first aid equipment.

**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 frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects,

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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 more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Dated: 8-16-11