

PUBLIC SERVICE OFFICER

NATURE OF WORK

This is technical law enforcement work performing various duties in an assigned community team of the police department. This is a civilian position.

Work involves responsibility for the performance of various police functions in any of the community teams. Work involves enforcing parking and other related traffic violations, and assisting citizens and/or police officers as necessary. Specific instructions are received from a superior officer with work being reviewed in the form of reports and personal observation.

EXAMPLES OF WORK PERFORMED

Operates department vehicles in order to perform parking control duties such as patrolling and ticketing vehicles in no parking areas, bus zones, loading zones, expired parking meters and other specified areas.

Assists citizens in a variety of areas including assisting with car trouble, supplying directions, signing defect tickets, deterring shoplifters in neighborhood businesses, and assisting in snow removal for the city.

Assists police officers as requested; directs traffic for a variety of reasons including sporting events and accidents; takes accident measurements and pictures, and talks with witnesses.

Testifies in court concerning criminal and traffic offenses.

Delivers articles as necessary for the Police Department.

Collects and counts parking meter monies.

Assists in transporting inmates from jail to court or other appointments.

May be required to perform various job assignments in any of the several divisions within the Police Department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the geography of the city and the location of major streets and buildings.

Knowledge of city ordinances.

Ability to enforce laws and ordinances as written.

Ability to communicate effectively, both orally and in writing.

Ability to interact with the general public within department guidelines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent and previous experience working with the public.

MINIMUM REQUIREMENTS

Graduation from senior high school or equivalent.

NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet physical requirements as established by the city, and possess and maintain a valid driver's license.

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