



# City of Milpitas

## We invite applications for the position of: Community Service Officer

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**Annual Salary Range:** \$75,652.72 - \$91,956.80

**Post Date:** June 24, 2019

**Close Date:** July 8, 2019, by 5:00 PM

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Community Service Officer will assist the Field Services Division in less hazardous police functions, technical police services in crime prevention, crime investigation, and crime response which do not require full police powers. The incumbent will assist police officers in the maintenance of law and order, perform other enforcement, and non-enforcement duties when necessary.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Routinely assists patrol teams with non-enforcement duties; completes routine police reports; maintains records of daily work activities.
- Performs non-hazardous investigative duties related to the commission of crimes against property such as residential, commercial and vehicle burglary, petty theft, grand theft, vehicle theft and vandalism.
- Places Department's radar trailer in a safe area in response to citizen concerns.
- Coordinates the repair of all department vehicles and equipment.
- Orders and organizes all department forms and supplies.
- Performs field work in the enforcement of parking regulations, ordinances, and laws.
- Issues citations for parking and zoning violations.
- Enforces laws and ordinances as required by the Abandoned Vehicle Abatement Program.



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- Investigates non-injury vehicle accidents.
  - Testifies in court when necessary.
  - Arranges to have vehicles towed as necessary.
  - Prepares reports of work performed.
  - Takes reports over the telephone and gives information and directions to the general public.
  - Greets the public at the front desk and handles inquiries/requests.
  - Collects and preserves evidence at crime scenes which includes the processing and lifting of latent fingerprints and taking photographs at designated crime scenes.
  - Observes and reports hazardous conditions, obstructions to traffic, accidents, and other emergencies.
  - Provides traffic control at fire scenes, crime scenes, signal outages, and as assigned.
  - Directs traffic at large public events and congested situations.
  - Recovers stolen vehicles found unattended.
  - Picks up and returns abandoned or stolen bicycles or other found property as assigned.
  - Accepts, stores, releases, and facilitates the destruction or disposing of criminal evidence.
  - Maintains records for the control of property received, either as evidence or lost or found.
  - Transports evidence to the Crime Lab.
  - Coordinates Neighborhood Watch and home protection programs.
  - Assists in the preparation of special events (i.e., Fourth of July, annual Holiday Tree Lighting Ceremony).
  - Collects and distributes departmental mail.
  - Prepares various crime reports, including but not limited to: petty and grand theft with no suspects, vandalism, non-injury traffic accidents (after training), stolen vehicles with no suspects, recovered vehicles, tow and impound.
  - Provides for VIN verification, municipal code enforcement, A-Frame enforcement, and 40610 CVC citation sign-off.
  - Assists Desk Officers and Records Clerks.
  - Performs other duties as assigned.

### **Experience and Education**

Completion of high school or equivalent AND one year of experience involving a substantial amount of contact with the general public.

### **License and Other Requirements**

Possession and maintenance of a valid California Driver's License

### **Special Requirements**

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.



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### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions (if applicable), and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.