



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

Community Service Officer

Part-time

\$26 - \$30/per hour, no benefits

Closing Date/Time: OPEN UNTIL FILLED

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single family homes on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

This is a specialized part-time, non-sworn classification (less than 960 hours on a fiscal year basis) performing a wide variety of technical support duties within the police department. Our non-sworn Community Service Officers serve alongside police officers in the field to provide assistance to our residents, and also provide technical and administrative support in other assignments within the police department. This class is distinguished from Police Officer in that this position is not a sworn officer as described in the California Penal Code and has no powers of arrest. The Community Service Officer position is valued for those wanting to serve the community and may also be a positive stepping stone for those desiring a future in law enforcement.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

- Answers questions and responds to complaints or requests for service from the public at the front counter, on the phone or in the field.
- Assists with stranded motorists.
- Conducts fingerprint scans and vacant home checks.
- Performs traffic control for accident scenes, public works operations, and special events; maintains and deploys traffic control trailers to different locations in the City.
- Engages in general patrol observation; Participates in non-violent crowd control.
- Investigates use violations at the parks and athletic fields.
- Marks and authorizes the towing of unoccupied vehicles that are possibly abandoned.
- Patrols assigned areas operating a city owned vehicle, on foot or bicycle; issues citations for violations of applicable codes, ordinances or resolutions
- Prepares reports, prepares and maintains logs, records and files.
- Participates in the collection and processing of evidence and securing crime scenes. Collects and processes found property.
- Transports equipment and property.
- Verifies and certifies that mechanical violations have been corrected.
- Complies with state and local laws and follows department rules, regulations and procedures.

QUALIFICATIONS

Knowledge of:

- Basic laws, ordinances, codes and rules.
- Techniques of dealing effectively with the public in routine circumstances.
- Basic law enforcement organizations.
- Safe work methods and safety regulations pertaining to the duties.
- Research and report writing techniques.

Ability to:

- Read, comprehend and apply policies, rules, instructions, laws, ordinances and regulations.
- Communicate concisely and effectively both orally and in writing.
- Prepare clear, accurate and grammatically correct basic reports.
- Establish and maintain a positive working relationship with the community and other city employees.
- Maintain a professional and courteous demeanor under difficult circumstances.
- Process and maintain property and evidence.
- Operate computer applications related to the work.
- Learn, understand and utilize laws, ordinances, codes and rules.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Coordinate and carry out special assignments.
- Understand and execute oral and written directions.
- Enter information into a computer with sufficient speed and accuracy.
- Read and understand a map.
- Provide first aid in an emergency.

EDUCATION and EXPERIENCE

Equivalent to graduation from high school. Supplemental coursework related to law enforcement and experience related to effective communication skills and customer service are desirable.

LICENSES

Must possess a valid California class C driver's license and have a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment.

WORKING CONDITIONS

Must be willing to work morning, evening, weekend and holiday shifts as needed. Exposure to unusual circumstances, including all-weather conditions.

OTHER REQUIREMENTS

Pass a detailed background investigation including a polygraph, psychological and medical exam.

PHYSICAL DEMANDS

Must maintain basic physical standards, including mobility and physical strength and stamina to sit, stand or walk for prolonged periods of time and lift and move objects weighting to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted to City of Piedmont, Attn: Stacy Jennings, 120 Vista Avenue, Piedmont, CA 94611. The position is open until filled, with the first review of applications on August 2, 2019. The application is also available on our web site @ www.ci.piedmont.ca.us. Postmarks, e-mails and faxes will not be accepted. Incomplete applications will not be accepted. The City of Piedmont complies with EOE, AA and ADA. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.