

City of Suisun City is an equal opportunity employer



## COMMUNITY SERVICES OFFICER I/II (Part-Time)

\$21.12 – \$28.26 per hour DOQ

*Final Filing Date: Open and Continuous*

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*The current part-time Community Services Officer I/II vacancy is grant-funded by the Solano Transportation Authority.*

**COMMUNITY:** Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in their full-service public safety services provided by the Police and Fire Departments.

**THE DEPARTMENT:** The Suisun City Police Department is a progressive and proactive law enforcement agency. As a result of its proximity to neighboring jurisdictions, the employees of the Suisun City Police Department remain extremely busy as they address the needs of the community. Candidates interested in testing for this position must be prepared to take on the challenges of a fast-paced work environment serving Suisun City residents.

**THE POSITION:** Community Services Officers provide a wide variety of non-sworn technical and administrative law enforcement support services in support of Police Department operations and services including in the areas of parking enforcement, responding to assigned calls for service, writing reports, fingerprinting and narcotic offender/sex offender registrations, and provides other support and assistance to other non-sworn functions and activities of the Police Department.

**IDEAL CANDIDATE:** Candidates that are successful in this position demonstrate a strong commitment to public service and customer service, possess the qualities required to deliver the highest level of service with honor and integrity, possess excellent judgment and decision-making skills, and have a desire to work in a fast-paced environment.

### ESSENTIAL JOB FUNCTIONS

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs a wide variety of non-sworn technical and administrative law enforcement support duties in support of Police Department operations and services.
- Performs a range of parking enforcement and vehicle abatement duties; patrols City and marks vehicles; issues parking citations; has abandoned vehicles towed.
- Responds to routine and non-hazardous calls for service; takes and prepares reports including those involving lost and found property, shoplifting, burglary, stolen property, and missing persons.
- Registers sex and health and safety offenders; assists officers in witness and/or crime scene searches; participates in evidence collection and storage; performs fingerprinting for prisoners and the public.
- Assists at the Police Department's front counter as necessary; photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies; releases impounded vehicles; assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by

telephone; answers and responds to calls on multiple phone lines; forwards calls to appropriate personnel; takes and provides phone messages.

- Performs a full range of related duties in support of department operations; provides traffic and crowd control, VIN verifications, citation sign offs, and car seat inspections; participates in vehicle management; performs other administrative duties as assigned.

**Community Services Officer I – Education/Training/Experience**

- High School Diploma or equivalent.
- One year of work experience that demonstrates a general aptitude for working with the public in a multi-task environment.

**Community Services Officer II – Education/Training/Experience**

- High School Diploma or equivalent.
- Two years of responsible law enforcement work experience comparable to a Community Services Officer I with the City of Suisun City.

**License or Certificate**

- Possession of a valid California Class C driver license.

**Desirable Qualifications:**

- Specialized training in law enforcement, code enforcement, criminal justice, or a related field.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions outlined in the class specification 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 job functions.*

**BENEFITS:**

- Employees in the job classes defined as Temporary, Part-Time are subject to the provisions of the City Personnel Rules and Regulations, and the terms of the Temporary / Part-Time Employee Compensation and Benefits Plan.
- All Temporary, Part-Time employees are enrolled in the Public Agency Retirement System (PARS) in lieu of Social Security and accrue up to 24 hours of sick leave per year. Eligibility for other benefits are dependent upon the number of hours worked.

**APPLICATION/SELECTION PROCEDURE:** The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.