

## **CITY OF REDWOOD CITY COMMUNITY SERVICE OFFICER**

### **DEFINITION**

To perform a variety of law enforcement and crime prevention duties including taking reports, investigating traffic accidents, conducting investigations, performing parking and other violation enforcement, and arranging and coordinating the towing of vehicles.

### **SUPERVISION RECEIVED AND EXERCISED**

The Watch Commander provides general supervision.

Exercises no supervision.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Drive pickup truck or police automobile.
2. Take reports.
3. Investigate traffic accidents.
4. Conduct investigations.
5. Enforce parking and other city code violations.
6. Serve subpoenas.
7. Arrange and coordinate the towing of vehicles.
8. Perform crime prevention tasks.
9. Direct traffic.
10. Interview victims and citizens.

### **OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

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**COMMUNITY SERVICE OFFICER (Continued)**

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Effective communication techniques.

Safe driving principles and practices.

**Ability to:**

Understand and properly apply penal, vehicle, and city codes.

Read and comprehend written directions.

Prepare neat and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

No experience necessary.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

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**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, outdoors, and dust.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. MWE
4. SDE
5. SDE
6. ODE
7. OWE
8. ODE
9. OWE
10. MDE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** May, 2000

**Bargaining Group:** Service Employees' International Union - Local 715