

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	COMMUNITY SERVICE OFFICER
DEPARTMENT:	SHERIFF
REPORTS TO:	SHERIFF'S SERGEANT

CLASS CODE: 7065
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is performing law enforcement functions relating to community relations, such as crime prevention programs, public awareness programs, and youth oriented programs; non-sworn civilian position.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs community relation duties, such as disseminating information; conducting meetings; making presentations to community and school groups; conducting surveys; researching problems; arranging and conducting tours; assisting in writing articles and news releases relating to community relations activities.

Assists the public either in person, by telephone or in the field by providing appropriate information; researches problems and refers them to appropriate person, agency, department or unit.

Assists in preparing and presenting television, radio and print media programming regarding the programs and activities of the Sheriff's Office.

Serves as DARE (Drug Abuse Resistance Education) instructor.

Serves as Director for PAL (Police Activities League).

Coordinates Neighborhood Watch programs.

Coordinates volunteers for various programs.

Coordinates community relations requests for guest speakers.

Monitors other community relations programs to determine their effectiveness and recommends changes in the program when appropriate.

Participates in media conferences.

Designs, layouts, writes copy for pamphlets, brochures and bulletins related to law enforcement and community relations.

Prepares charts, graphs and other visual presentations.

Maintains and updates video library.

Transports evidence to various locations as needed.

Fingerprints drug registrants, applicants for employment and/or others.

Oversees Training Center cleanliness.

May interpret for Spanish speaking people.

May serve as Corrections Officer as required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Fingerprinting Equipment Audio Visual Equipment Radio(s) Vehicle(s)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Applicable state, federal and local ordinances, laws, rules and regulations.

Operations and functions of the Sheriff's Department and other public safety agencies.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Interpreting for Spanish speaking people.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to speak effectively before public groups and respond to questions.

Ability to design and prepare layout for graphic publications and information for presentations.

Ability to read, understand and interpret official legal documents.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.