

COMMUNITY SERVICE OFFICER CITY JOB DESCRIPTION

GENERAL DEFINITION OF WORK:

Performs difficult professional service and technical work investigating accidents, enforcement of city ordinances, prevent crimes, provides aid and assistance. Work is performed under regular supervision. Performs related task as required. Forty hours per week; 10-hour shifts – hours and weekends may vary.

TYPICAL FUNCTIONS:

Enforces traffic laws, investigate accidents, hit and run follow-up reports, and directs traffic.

Responds to calls for service for emergencies and non-emergencies.

Issues citations for criminal and non-criminal and traffic violations.

Patrol businesses and issue crime preventions pamphlets.

Enforce fairly and impartially state or city ordinances for illegally parked, junk and abandoned vehicles.

Patrols assigned areas, community involved traffic complaints, looking for violations; gives verbal warnings where appropriate; write reports and issues citations when necessary.

Prepares cases and testifies in, depositions, civil, traffic, and criminal court.

Seize driver's licenses and vehicle license plates when necessary.

Assist law enforcement and fire personnel.

RELATED TASK:

Meets with citizens, city personnel, businesses, homeowners and attorneys to exchange information, initiate negotiation and resolve conflicts.

Write criminal reports, not in progress calls, for criminal mischief, vandalism, stolen property, suspicious incidents, identity theft etc.

Take into custody and make reports on found property.

Performs first aid and CPR.

Deliver City Agendas.

Respond to I-95 and local roadways for removal of hazardous debris.

Assist other agencies for traffic control.

Unarmed security.

Acts as a school crossing guard when necessary.

Setup and deploy barricades.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state traffic law and municipal traffic ordinances; Police Department policies and procedures, and geography of jurisdiction. Must be able to investigate traffic accidents and determine the cause of the crash; must be able to handle irate and irrational citizens; must be able to operate office equipment and an emergency vehicle. Must be able to read, write and speak clearly in English language. Must have the fortitude to work in very stressful situations and physiological mindset to deal with gruesome scenes.

EDUCATION AND EXPERIENCE:

Possession of a valid State Florida driver's license, before date of hire, with no more than 6 points within a 3 year period. Must meet the qualifications of the position established by the Department and/or State of Florida pursuant to F.S. 316 (Criminal Justice Standards and Training Certificate.) Must pass T.A.B.E. test for CSO at City of Boca Raton in order to be considered for the position. Please contact Broward Community College at (954) 201-6931 to register for test. Applicants are to identify themselves as being from the City of Boca Raton. The cost of the test is \$30.00 (cash or Money order – made out to BCC). **Beginning 11/1/2004 T.A.B.E. results must be submitted along with application.**

PHYSICAL DEMANDS:

Ability to lift and carry articles weighing up to 50 lbs. Must be able to wear safety boots, safety glasses and goggles, face shield and gloves. Exposure to extreme temperatures, animals/insects, heights, noise, dust, vapors, fumes, mist, smoke, toxic metals, poisons, irritants, and blood borne pathogens.

CANDIDATE CONSIDERATION

The applicant must pass a polygraph, physiological evaluation, extensive background check and must meet the qualifications of the position established by the documentation of a passing score for the T.A.B.E test.

POLICE SERVICES/22-11,22-13
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