

CITY OF PORTERVILLE

INVITES APPLICATIONS FOR

COMMUNITY SERVICES OFFICER I

SALARY: \$2,760-\$3,367/month

DEFINITION: Under general supervision, performs a variety of non-sworn/civilian duties in support of police operations and activities; performs related duties as required.

REPRESENTATIVE DUTIES: Drives through the City and is available to assist motorist or citizens in need of non-safety law enforcement related services; provides visibility in the community; writes citations, as directed, for violations of Vehicle Code and City Ordinance sections; assists Department in pertaining to the care, keeping treatment, and control of animals; respond to calls and patrol the City for animal control related problems; follows up on bicycle citations; authorizes the impound of vehicles for violations; takes reports of crimes and accidents from witnesses, victims and other involved parties; conducts searches for owners of found property; assists with the collection and preservation of evidentiary material at a crime scene or in conjunction with follow-up interviews with victims, witnesses or other sources having information; makes referral to community resources; performs central reception duties; assists in Records Unit and with public counter traffic, signs off vehicle equipment correction citations; acts as courier in the delivery of materials, supplies and equipment as directed; explains the operations of the department and provides tours of the facility.

SPECIAL REQUIREMENT: Possession of, and ability to maintain a valid California Driver's License. Candidates will be required to pass a police background investigation

(OVER)

DESIRABLE

QUALIFICATIONS:

Education and/or Experience:

High school diploma or equivalent; one (1) year of experience working with the public presenting information; general computer skills.

Qualified candidates must have knowledge of:

Public speaking and public contact techniques; data collection and report writing techniques; operation of a variety of office equipment. Education, special training, and experience must reflect the candidate's ability to learn and apply department policies, procedures and regulations; perform civilian patrol duty; write clear, concise and accurate reports; analyze situations and take quick, effective and reasonable action; follow verbal and written directions; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively, both verbally and in writing; make public presentations.

**SELECTION
PROCESS:**

A screening committee will evaluate the qualifications of each candidate who has met the minimum requirements for this position, with the highest ranking candidates being invited to participate in the oral board examination process. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination, and the decision of the screening committee is final. Applicants will receive written notification regarding the results of all phases of the recruitment process.

TO APPLY:

Submit a completed City of Porterville Employment Application Form (a resume may be included, but does not substitute for a completed application), together with any other materials required to accompany the application if noticed in this announcement, to the Human Resources Office, City of Porterville, 291 N. Main Street, Porterville, CA 93257.

**FINAL
FILING DATE:**

Applications must be received in the Human Resources Office by 5:00 p.m., Friday, July 30, 2010.

SPECIAL CONDITION:

Candidates recommended for hire will be required to undergo a background reference, a fingerprint check, and a pre-employment physical, which includes a drug screen.

The City of Porterville is an Equal Opportunity Employer.