



City of Ukiah
Human Resources
300 Seminary Ave
Ukiah, CA 95482
(707)463-6272

Employment Opportunity

COMMUNITY SERVICES OFFICER

Deadline to Apply: Continuous

DEFINITION

Under general supervision of the Director of Public Safety, to perform varied and routine non-sworn police work; to perform police services in crime prevention, crime investigation, parking enforcement, animal care and control, community intervention, code enforcement, crime response which does not require full police powers, assist police officers in the performance of duties, and related duties as required.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Receive reports of commercial, residential, and automobile burglaries, petty thefts, vandalism, found property, missing persons, auto theft, and other crimes with no known suspects. (E-M)
- Investigate non-injury and minor traffic accidents (E)
- Interview witnesses and take statements. (E-M)
- Investigate and remove abandoned vehicles. (E-M)
- Enforce city parking ordinances and California Vehicle Code Violations related to Parking. (E-M)
- Enforce and investigate City Code Violations (E-M)
- Evidence collection, processing, storage and destruction (E-M)
- Coordinate the Police Volunteer Programs and Schedule Police Department Volunteers (E)
- Respond to animal care and control issues and violations and enforce related laws as necessary. (E-M)
- Serve subpoenas. (E)
- Perform traffic control. (E)
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. (E)
- Assist in crime scene investigations. (E)
- Testify in court. (E)
- Organize and coordinate public outreach activities such as crime prevention, neighborhood watch, & public safety awareness.
- Provide Vehicle Identification Number verifications
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Ability to:

- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.

- Handle stressful and possibly hazardous situations.
- Operate a motor vehicle in a safe manner.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.
- Stand for extended periods of time.
- Climb ladders, fences, or a wall, which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

Education:

High School diploma or equivalent.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- As a condition of employment, any person hired in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.
- **Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

Residency Requirement:

All Community Service Officers shall be expected, within six months of hire, to establish residence allowing response to the station within 45 minutes of notification to report.

PROBATIONARY PERIOD

Police Department Employees serve a 12-month probationary period. If performance is not satisfactory, an employee may be terminated without cause and recourse during this time.

SALARY

\$3,196 - \$3,884 per month; plus City paid medical, dental, and vision coverage for employee and 50% of the cost for dependent coverage; paid holidays, vacation, and sick leave. The City also provides Credit Union membership, a deferred compensation program, and bilingual specialty pay.

RETIREMENT

The City is a member of the Public Employees Retirement System (PERS) – **Tier One:** Employees who are new to the City of Ukiah, but not new members, will receive the formula 2.7% at 55, with single highest year final compensation. The employee's 8% share of the PERS contribution is fully paid by the City. **Tier Two*:** Effective January 1, 2013, all new employees will receive the formula 2% at 62, with a three consecutive year average final compensation. The employee pays the 6.75% PERS member contribution (*AB 340, California Pension Reform Act). The City does not contribute to Social Security.

APPLICATIONS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at www.cityofukiah.com. Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

SELECTION

Applicants will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills, and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score and selection will be made from candidates on this list. All employment offers are subject to a thorough reference and background investigation, consisting of a police records check, review of driving record information, illegal drug use, personal history statement, and polygraph examination. Because this position will have limited enforcement authority as granted by the City, a successful applicant must be able to meet the same California Commission on Peace Officer Standards and Training background standards as would apply for a sworn peace officer position, though this is not a peace officer position. Prior to appointment, applicants must also pass a Comprehensive Medical Examination, Psychological Test, and interview with the Director of Public Safety and Police Command Staff.

FILING DATE

Applications to become a Community Services Officer are accepted by the City of Ukiah on a continuous basis. Submit a completed City of Ukiah application form and all attachments to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Incomplete applications will not be accepted.

NOTE TO APPLICANTS: You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of testing.