



COMMUNITY SERVICE OFFICER POSITION DESCRIPTION

GENERAL PURPOSE

Performs a variety of routine law enforcement and public contact work in enforcing city ordinances governing parking, animal control and assisting the public by providing information about parking locations, historic sites, and other city ordinances.

SUPERVISION RECEIVED

Works under the direct supervision of the Parking and Transportation Director with oversight by the Police Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors the flow of vehicles in timed parking areas, issues citations for parking violations such as overtime parking, illegal parking in handicapped, unloading, fire hydrant areas, double parking, parking in no parking areas, parking against traffic and other parking related violations.
- Monitors and enforces the responsibility of construction sites to provide safe traffic flow and walking areas for the public.
- Monitors sidewalk violations, damaged parking signs, dead storage vehicles and maintains all parking management system equipment and reports issues to the appropriate department.
- Identifies and records information on possible abandoned or dead storage vehicles and completes the proper paperwork if required.
- Assists in traffic control during school hours to monitor the safety of children.
- Assists citizens with such matters as stalled vehicles, traffic safety, traffic direction, etc.
- Responsible for picking up stray animals, issuing citations, investigating animal abuse cases, setting live animal traps, and writing reports related to investigations and all matters related to animal control.
- Operates a two-way radio to check on vehicle registrations, report all crimes to on duty officer, request assistance in emergency situations and relay information regarding work situations and suspicious activity.

- Makes recommendations for improvements, enhancements and repairs needed to the appropriate department.
- Dispatch information to on duty officer as needed. Receives request from other on duty officers to perform special or specific duties.
- Answer a variety of questions from the public regarding parking regulations, parking facilities, basic traffic complaints, points of interest and other public information.
- Responsible for case documentation, parking violations, sending out violation letters and writing reports for ordinance violations.

PERIPHERAL DUTIES

- Provides various traffic control duties when directed.
- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School diploma or GED Equivalent.
- One year of working in parking enforcement, animal services and public contact work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern parking enforcement principles, technology, procedures, techniques, and equipment.
- Knowledge of animal equipment, laws, techniques, and basic animal behavior.
- Must have good communication skills when dealing with the public, be courteous, pleasant with strangers, able to give directions and work well with others.
- Should have a basic knowledge of Deadwood's history and a general knowledge of various buildings and business locations.
- Ability to dispatch an injured animal.
- Skills in the operation of the tools and equipment list below.
- Ability to learn the applicable laws, ordinances and department rules and regulations.
- Ability to analyze situations accurately and adopt an effective course of actions.
- Ability to interpret, apply, and explain codes, rules, regulations, policies and procedures using tact, patience, and courtesy.

- Ability to work without close supervision.
- Ability to maintain accurate records.
- Ability to establish and maintain effective working relationship with peers, supervisors, and the public.
- Ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS

- Obtain NACA I & II Animal Control Training within 2 years of employment.
- Obtain CPR and Basic First Aid Certification within 1 year of employment.

GENERAL

- Must be 21 years of age at time of employment.
- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Police radios, phone, computer, copier, first aid equipment, animal control catchpole, live animal traps, parking equipment, and assorted cameras and video equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are respectively of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be in good health, used to walking different types of terrain and in all types of inclement weather. Must be able to stand for long periods of time in inclement weather due to assisting on duty officers with special or specific duties. The employee is frequently required to handle or operate tools or controls, reach with hands and arms, climb or balance, stoop, kneel or crouch or crawl in all types of conditions. The employee must be able to sit for a period of time when working on the computer and be able to lift or move 50 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

The work environment characteristics attached hereto are representatives of those an employee encounters while performing the essential function of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts. The employee frequently works with animals and is exposed to bites, exotic diseases, and airborne particles.

The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal police application, rating of education and experience, oral interviews, and references check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.