

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



POSITION TITLE: COMMUNITY SERVICE OFFICER <input type="checkbox"/> Crossing Guard Division <input type="checkbox"/> Traffic Control Division		BAND: PUBLIC SAFETY	BBP CLASS: 1
DEPARTMENT: POLICE		SUPERVISOR: SHIFT OFFICER IN CHARGE	ACCOUNTABILITY: COMMANDER OPERATIONAL SERVICES
NAME:		ISSUE DATE:	PAGES 2

POSITION SUMMARY:

Part time position up to 20 hours per week. Major responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The Community Service Officer must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of the time without direct supervision. Assignments may take place inside, outdoors or within a patrol vehicle. Successful performers are those who are capable of making decisions that are consistently in line with the agency's mission, goals and objectives.

ESSENTIAL FUNCTIONS OF THE JOB:

Handles non-criminal related calls for service.

Investigates complaints which do not involve a violent offender.

Serves subpoenas.

Conducts vacation house checks.

Delivers Township papers, ordinances or vehicles.

Provides traffic control.

Investigates and prepares non-reportable accident reports and incident reports for minor criminal offenses when there is no suspect in custody.

Enforces parking and Township ordinances and issues parking/fire lane/handicap tickets if required.

Covers school crossings when school crossing guards are not available.

Has the ability to move 100 pounds to a height of 4 feet and carry 100 pounds.

Has the ability to sit or stand for extended periods of time.

Has the flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods over all types of terrain, climb over and around obstacles, and suddenly move out of the way of dangers.

Has analytical ability with mental alertness.

Maintains a physical and mental state of fitness and readiness that will enable them to handle (often without backup) contacts and involvements with dangerous or potentially dangerous people, animals and equipment.

Has the ability to be a credible witness in Court.

Assists police officers with prisoners.

Has the capability of certifying annually with OC spray.

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ESSENTIAL FUNCTIONS OF THE JOB continued:

Maintain First Aid and CPR certification.

Ability to communicate via radio.

OTHER FUNCTIONS:

Completes daily activity reports.

Assists with public relations.

Work conditions vary by shift or assignment.

Tasks may be performed outside while working from a patrol cruiser or indoors at either the office or Capital City Mall.

Efficiently operates computer equipment and software programs used by the Police Department.

Strives to obtain competency in accordance with employee's evaluation measures.

Performs other related duties as assigned.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

18 years of age.

High School diploma or equivalent.

Possession of a valid Pennsylvania Motor Vehicle Operator's License.

Ability to communicate effectively and professionally in English both verbally and in writing.

Working knowledge of the Township's word processing software.

Current First Aid and CPR certification or ability to obtain within 6 months of hire.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date