

City of Merriam- Job Description

Job Title:	Community Service Officer
Department:	Police
Reports to:	Police Captain
Status:	Non-exempt (overtime eligible)
Pay Grade:	\$45,348 - \$63,484 Annual Salary

Position Summary

This position is responsible to support the City of Merriam's mission in helping to support police department personnel and lending assistance to the public by providing a variety of services using the highest level of ethical standards, compassion, and integrity.

Essential Functions and Duties

- Completes accurate and detailed police reports
- Prepares, processes, and maintains police records and routes accordingly
- Acts as custodian of recovered property and evidence records, which includes appropriate documentation, correspondence, and proper chain-of-custody obligations
- Assists police patrol, as needed; secures accident scenes, directs traffic, assists stranded motorists, provides transportation of criminals or others in need of assistance
- Assists police officers with booking prisoners
- Provides animal control services to the City
- Issue Animal Control related citations
- Acts as Municipal Court bailiff
- Provides general information to the Public, upon request
- Communicates information to on-duty patrol supervisor and dispatcher to relay information
- Assists Police Records Clerk(s) by performing clerical duties and assisting with special projects, as needed
- Acts as a records and documents custodian, in partnership with the Police Records Clerk(s).
- Confirms warrants and writes arrest reports
- Provides school crossing guard services, when needed
- Helps to maintain department equipment, supplies, and facilities
- Attends department training
- Promotes the values of the City at all times
- Wears appropriate personal protective equipment (PPE) where necessary
- Car seat installation technician
- Finger Printing
- Other duties as assigned

Education and Experience

- Must be at least 18 years of age
- Must have a high school diploma or equivalent

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- Must have a valid driver's license with an acceptable driving record
- No felony or disqualifying criminal history
- Must be able to work various hours within a 24/7/365 operational period
- Must submit to fingerprinting

Knowledge, Skills, and Abilities

- Must have ability to communicate verbally; in-person, on radio, and telephonically
- Ability to use good judgement when dealing with members of the public
- Must be able to listen, comprehend, and recall information
- Ability to write legibly, coherently, and using correct grammar
- Ability to prepare typed reports free from spelling and grammatical errors
- Ability to understand, interpret, and apply laws, regulations, and policies
- Ability to become proficient with basic self-defense tactics, proper use of OC spray, proper use of Taser, and the operation of a police radio
- Ability to prioritize work and meet deadlines
- Ability to learn and apply first aid as it relates to first responder responsibilities
- Practical knowledge of various computer programs
- Must have the ability to gain trust and establish working relationships with members of the public and peers

Physical Demands

The physical demands described here are representative 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.

The employee is regularly required to sit, talk, and hear. Occasionally employee is required to run both short and moderate distances, stand or walk, use hands to finger, handle, or feel objects, tools, or controls; reach with arms and hands; climb or balance stoop, kneel, crouch, jump or crawl; taste or smell.

The employee must occasionally lift and/or move up to 100 pounds and be able to push heavy objects. Must be able to assist police officers with subduing resisting/attacking prisoners using grips or holds and assist in the handcuffing process as necessary.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee occasionally works outside in various weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/ or humid conditions, fumes, airborne particles, toxic or caustic chemicals, human biohazards, dead animals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.