



## CITY OF BANNING, CALIFORNIA

### Community Services Officer

Job Code: 2130

FLSA      ☐ Exempt      ☒ Non-Exempt

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**JOB DEFINITION:** Under general supervision, assists Police Officers at crime scenes, check points and traffic accidents. Leads and delivers community programs and presentations for the Police Department.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Provides crime scene control, evidence collection and preservation assistance. Conducts follow-ups on runaway and/or missing person reports. Tows and/or stores abandoned or unregistered vehicles. Takes traffic accident reports. Delivers emergency and non-emergency messages. Assists with Driving Under the Influence (DUI) and seatbelt check points. Performs traffic control. Issues parking citations. Presents educational and prevention programs at schools. Operates live scan fingerprint machines for applicants and criminals. Monitors juveniles at Police Station while guardians are in custody. Coordinates and conducts social services for elderly citizens.

Performs other duties as assigned or required.

### KNOWLEDGE, ABILITIES and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles.
- Knowledge of computer software and hardware.
- Ability to write and speak clearly and concisely.
- Ability to use good judgement and common sense to de-escalate situations.
- Ability to determine when to request assistance from sworn officers.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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## Community Services Officer

(continued)

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of responsible work experience that has included substantial public contact related to public safety or (2) years of responsible public contact experience. Experience in a police related area and/or participation in a Police Explorer Program are desirable.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California Driver License.

**PHYSICAL ABILITIES AND WORK ENVIRONMENT:** Ability to travel to different sites and locations; sit, stand, walk, run, kneel, crouch, stoop squat, crawl, twist, climb and lift up to 50 lbs. Ability to endure exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards. Ability to sit for long periods of time and work in an enclosed environment with limited mobility; availability for shift work.