

CITY OF FT. PIERCE
JOB OPENING/PROMOTIONAL OPPORTUNITY

JOB TITLE: COMMUNITY SERVICE AIDE **PAY RANGE:** 39
HOURLY SALARY: \$12.39 - \$18.58
ANNUAL SALARY: \$25,771.20 - \$38,646.40

DEPARTMENT: POLICE

GENERAL DESCRIPTION:

General duty work for the Police Department in responding to and taking police reports, investigate traffic crashes, and other general non-law enforcement type duties. Responsible for security and administrative work on an assigned shift. May be assigned either inside a police building as a duty officer, or in a marked police vehicle and be responsible for responding to certain calls for service. Persons assigned to patrol duties will have to first complete a Florida Department of Law Enforcement training program and will receive a five percent (5%) salary adjustment for field duty.

This position will require the employee to work day/night shifts, as well as, weekends and possibly holidays.

ESSENTIAL JOB FUNCTIONS:

1. Receives, screens and directs incoming phone calls to correct destination, and dispensed information to the public.
2. Passes on to officers various information by radio, phone, or in person.
3. Issues traffic/DWI citation/warning books to officers.
4. Operates computer in searching records and investigative information, tags, registrations, etc.
5. Completes various police reports while in the field, at the station, or over the phone.
6. Notarizes affidavits (arrests and complaints).
7. Maintains building security through observation (video), greeting visitors, and issuing visitor badges to authorized persons.
8. Patrols designated area of the City to preserve the peace, to prevent and discover criminal acts, and will enforce traffic regulations during the investigation of minor traffic crashes. Will at no time make traffic stops for any reason.
9. Answers calls and complaints involving, past thefts, past misdemeanor incidents, minor traffic crashes, stolen vehicles, and other non-enforcement calls as may be assigned by a supervisor.
10. At the scene of a crime or other incidents, administers first aid, conducts preliminary misdemeanor and code violation investigations, protects physical evidence, and locates witnesses.
11. Interview complainants and witnesses to obtain information about crimes. Prepares evidence and testifies as a witness in court.
12. Patrols school zones when assigned. Directs traffic, investigates minor accidents, recovers stolen property, prepares detailed reports, gives advice and interprets laws and ordinances.
13. Enforces all City, State and other codes and ordinances which relate to job title.

ESSENTIAL JOB FUNCTIONS (CONTD):

14. May assist officers as back up if they come upon a situation where this is necessary. Under no circumstances are they to respond in an emergency mode to assist another officer, nor will they intentionally put themselves in jeopardy.
15. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write and speak effectively.
- Ability to communicate effectively.
- Knowledge of radio procedures.
- Knowledge of police report writing and record keeping.
- Knowledge of criminal laws and ordinances, department rules and regulations.
- Ability to access, input and retrieve information from a computer.
- Knowledge of computer operations, input and retrieval operations.
- Ability to check records and make reports.
- Ability to pass a background investigation.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Successful completion of a course certifying the individual as a Community Service Aide.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida driver license and clean record.
Community Service Aide Certification and/or Florida Department of Law Enforcement certification.
NCIC/FCIC certification.

ESSENTIAL PHYSICAL SKILLS:

- Light (up to 15 pounds) carrying (instructional materials).
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable situations.
- Meets all physical requirements needed to complete certification requirements.

ESSENTIAL PHYSICAL SKILLS CONT'D:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer.
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a monitor for extended periods of time.
- Ability to enter data into a computer system via a keyboard.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside in all kind of weather.
- Hazardous and stress conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT, 100 NORTH U. S. HWY #1, FORT PIERCE, FLORIDA, OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE cityoffortpierce.com AND SUBMIT TO THE HR DEPARTMENT ON OR BEFORE THE CLOSING DATE.

OPENING DATE: SEPTEMBER 1, 2016

CLOSING DATE UNTIL FILLED

THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER

07-24-15

EEOC FUNC/CAT. DD/EE (Bargaining)