

TOWN OF ESTES PARK, COLORADO

**COMMUNITY SERVICE OFFICER**

DESCRIPTION OF WORK

General Statement of Duties:

Dependably regulates traffic flow, movement of pedestrians, parking enforcement, limited crime investigation, limited traffic accident investigation. Assist patrol officers as directed. Performs foot patrol, vehicle patrol and/or bicycle patrol.

Supervision Received:

Works under supervision of Community Services Manager and Master Police Officer.

Supervision Exercised:

None.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications with the job. The Community Service Officer will need the ability to discern and perform other duties as assigned.

1. **Training:** Receives training as follows:
  - A. Applicable laws and ordinances.
  - B. Town and departmental policies and procedures.
  - C. Self defense training.
  - D. Accident Investigation training.
  - E. On the job instruction in traffic direction, parking regulations, town/area information and radio procedures.
2. **Job Duties:** (assists in):
  - A. Performs motor, pedestrian, and traffic control as needed.
  - B. Issues parking citations.
  - C. Issues limited municipal violation citations.
  - D. Disseminate information to Town Visitors.
  - E. Fingerprint citizens upon request at the police station.
  - F. Take crime reports.
  - G. Core business area foot patrol.
  - H. Assist with Special Events.
  - I. Assist with crime scene perimeter security.
  - J. Investigate minor motor vehicle accidents.
  - K. CPR/First Aid.
  - L. Prisoner transportation.
  - M. VIN checks.
  - N. Performs other work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

1. Ability to demonstrate responsibility by remaining on post for extended period of time in varying weather conditions.
2. Ability to perceive movement in a wide field of vision and to react appropriately to that movement.
3. Ability to deal with public in stressful situations.
4. Ability to remain calm in stressful situations.
5. Ability to effectively communicate with others.

Special Requirements:

1. Must be 18 years of age or older.
2. Must be able to report for work punctually and dependably.
3. Selected candidates may be required to operate police bicycles or vehicles.

Education:

High School Graduate or equivalent.

Experience:

Previous traffic control work or successful completion of on the job training.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_