

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: COMMUNITY SERVICE OFFICER II/PART-TIME
POLICE DEPARTMENT**

REPORTS TO:

Borough Manager ultimately; the Chief of Police primarily, and the CSO Coordinator tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

Perform a variety of routine and complex community service tasks and administrative work in keeping official records of activity.

Employee will work on an "as needed" basis, generally less than 20 of 26 pay periods per year and generally less than an average of 15 hours per week. Employee may exceed these limits if assigned to a Community Service Officer position on an extended, but temporary basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Direct vehicular and pedestrian traffic on streets, highways, and private property during special events and emergencies using hands, arms and tools.
- 2) Move and place barricades.
- 3) Provide security and crowd control for Borough and private events.
- 4) Provide security and perform physical checks of Borough owned facilities and properties.
- 5) Perform school crossing guard duties as needed:
 - a) Manually direct vehicle and pedestrian traffic in intersections and from sidewalk during school hours.
 - b) Manually direct vehicle and pedestrian traffic in intersections and from sidewalk for sponsored school events outside of regular school hours.
 - c) Operate a traffic control light to control traffic and pedestrian traffic.
 - d) Escort school age children across streets and intersections.

- 6) Patrol, stoop to mark vehicle tires, and monitor designated parking enforcement areas on foot and by vehicle, identifying illegally parked vehicles in violation of the Kutztown Code and Pennsylvania State laws.
- 7) Issue Borough parking tickets for parking violations.
- 8) Issue Borough Snow Removal Tickets for snow and ice violations.
- 9) Issue Pennsylvania State traffic and non-traffic citations when necessary.
- 10) Operate radios as needed and assist in radio communications; operate base radio as required.
- 11) Respond to inquiries from employees, the public and others and refer, when necessary, to appropriate persons.
- 12) Participate in community programs sponsored or run by the Police Department; i.e. - Kinner Kard, Bicycle Rodeo, etc.
- 13) Prepare reports or other required documentation of work done.
- 14) Operate listed equipment as required.
- 15) Testify in court proceedings as related to enforcement of Borough Ordinances or as a Borough witness.
- 16) Use personal vehicle to attend court hearing.
- 17) Record and file traffic and non-traffic citations as required.
- 18) Properly maintain issued equipment, tools and work area.
- 19) Wear the issued uniform in a professional manner.
- 20) Perform all duties in accordance with safety policies and procedures, work rules and regulations and security standards as established by the Borough of Kutztown.
- 21) Operate Borough owned vehicles.
- 22) Perform other work-related duties as assigned.

TO DO THIS TYPE OF WORK, YOU MUST BE ABLE TO:

Meet the following criteria: physical demands, environmental conditions, language skills, fundamental basics and relations to data, people and techniques, and educational, vocational preparation, and/or experience

requirements that may be needed to perform successfully the tasks described within this position description.

1. Successfully pass a background investigation and be free from any disqualifying criminal convictions.
2. The employee will frequently be exposed to confidential information. The employee must be able to maintain this confidentiality and trust within the Police Department.
3. Have clearly legible handwriting and be able to use a pen and paper to write.
4. Must be able to walk extended distances, and have the ability to write clear, concise reports and parking tickets.
5. Insure compliance of work rules, regulations, practices, policies and procedures.
6. Communicate effectively, in English, with staff and with the public.
7. The employee must be able to operate two-way radio communications equipment and must be able to speak in a clearly audible voice while using this communications equipment.
8. Must be able to operate a computer effectively and complete reports using software utilized by the Police Department.
9. Organize work, develop effective work methods and maintain harmonious working relationships.
10. Perform moderate arithmetic calculations involving adding and subtracting of whole numbers, fractions and decimals; and multiplying and dividing by whole numbers or decimal multipliers and divisors.

PHYSICAL DEMANDS:

The following demands are representative of the physical requirements necessary to perform the various duties and responsibilities of this position.

1. Work is performed predominantly outdoors with work frequently under inclement weather conditions, such as extreme heat, cold, rain and snow.
2. The employee is required to walk long distances daily.
3. The employee is required to stand at a post for long periods of time.

4. The employee is often required to engage in physical activity and must be skilled in physical movement. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, and tools and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
5. The employee is required to walk, sit, talk, and hear.
6. The employee must occasionally lift and/or move up to 25 pounds.
7. Specific vision abilities required include close and distance vision, color vision, depth perception, and the ability to adjust focus.
8. The employee must be able and willing to work irregular and/or extra hours, as required.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of the conditions an employee encounters while performing the essential functions of this job.

1. The noise level in this environment is usually quiet to moderately noisy.
2. Employee must become familiar with the Hazardous Communications Program, Right to Know, and Material Safety Data Sheets.
3. Employee is responsible to use all safety equipment properly as prescribed by the Borough.
4. Employee may be exposed to Oleoresin Capsicum during training and/or during application in the field.

LANGUAGE SKILLS:

1. Must be able to communicate well with others, read instructions, and be able to signal people to convey or exchange information.
2. Write using sentences, complete forms and reports.
3. Conduct phone and face-to-face communications.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to follow instructions, policies and procedures; keep accurate time and records; perform mathematical functions; and be accountable and responsible for own work.

People: Must be able to work independently and with co-workers, develop good working relationships with fellow employees, be courteous and show respect to the public, and work in a safe and cooperative manner so as to protect him/herself, co-workers, and the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques, and general work practices. Will be exposed to and work with electrical-mechanical machines. Typing skills needed to the extent of correspondence, document preparation, and computer keyboard operation.

TOTAL EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. Applicant should possess a minimum of a high school diploma or G.E.D.
2. Knowledge of municipal law enforcement is desirable.
3. Basic computer skills are required for data entry, report filing and recordkeeping.
4. Must be able to read, write, speak and understand the English language.
5. Must possess ability, desire and willingness to continue to learn through on-the-job training, and to attend training courses that are held at locations away from the Police Department.

SPECIAL REQUIREMENTS:

1. Be 18 years of age or older at the time of appointment.
2. Possess a valid Pennsylvania Driver's License.
3. Must have a minimum of the American Red Cross Basic First Aid, Cardiopulmonary Resuscitation and Automated Electronic Defibrillator certification within six (6) months of employment.
4. Must be able to provide own transportation.
5. Must submit to and successfully pass a pre-employment background investigation, having no felony convictions or disqualifying criminal history and be free from any other disqualifying criteria.

6. Must submit to and successfully pass a drug screen test and other required blood, breath and/or urine tests.
7. Must pass a physical examination.
8. Must successfully complete required defense training.
9. Must successfully complete the required National Incident Management System (NIMS) training within allotted time.
10. Be of good moral character and of temperate and industrious habits.
11. Be a United States citizen at the time of appointment.
12. Must be willing and able to keep abreast of changing technology and laws through attending seminars and workshops.

SPECIAL TOOLS AND EQUIPMENT

1. Two-Way Radios
2. Pagers
3. Flashlight
4. Typewriter
5. Computer

During consideration for advancement, the employee may be required to pass a written, oral and/or practical exam. If the employee fails to pass the examination, he or she may be reassigned to another Borough position or held in the current classification until successful completion of all requirements. Failure to comply with above-mentioned qualifications after a two-year period may result in the employee's termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I have reviewed the above Position Description containing the ESSENTIAL DUTIES AND RESPONSIBILITIES for a Community Service Officer II and I believe that:

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following reasonable accommodations: _____

_____ I cannot fully perform all duties even with reasonable accommodations.

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| Name | Signature | Date |
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