



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Community Service Officer  
DEPARTMENT/DIVISION: Police  
REPORTS TO: Police Sergeant

**SUMMARY:** Responsible for coordinating fleet and equipment maintenance and inventory for the police department. Under general supervision, performs various duties supporting patrol operations, as well as field support for transporting vehicles and abandoned property.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates vehicle maintenance schedules and equipment repairs
- Transports vehicles or equipment to proper location for required repair or maintenance
- Acts as liaison between police department and equipment vendors
- Performs and documents equipment inventories as required by departmental standards or directed by a supervisor
- Maintains required stock levels of forms and supplies
- Maintains and manages uniforms and uniform equipment
- Disburses uniforms, equipment, and other supplies.
- Picks up required supplies from vendors or other city departments as necessary
- Picks up and delivers necessary documents between the police department and other entities as required
- Manages or creates information for maps or guides necessary for Patrol operations
- Trains in and performs minor repairs to equipment
- Assists and works in cooperation with the department Fiscal Affairs Officer in the equipment and supply function
- Operates desktop PC, in-car mobile computer, mobile and portable police radio, telephone, and other office equipment as needed
- May be assigned to perform duties in the field at the direction of a supervisor as deemed appropriate for special events or serious incidents or disasters

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Professional oral and written communication skills
- Detail oriented with good organizational skills
- Ability to solve problems and establish priorities

- Ability to meet deadlines and follow direction
- Ability to work according to established policies and guidelines
- Safely operate departmental vehicles
- Able to lift and carry supplies and equipment
- Ability to operate MS Office Suite
- Knowledge of safe work methods;
- Skilled in providing customer service;
- Skilled in communicating effectively with a variety of individuals
- Ability to use close vision, distance vision, color vision, peripheral vision and to adjust vision focus.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 2 years of administrative work experience
- Possess a valid Class C Texas Drivers License

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- The employee is required to work outside with exposure to the elements, fumes and/or outdoor particles.
- The employee is frequently required to lift, drive, use hands and reach with hands and arms.
- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 lbs), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.
- May be required to work 12 hour shifts including weekends and holidays.

**CONDITIONS OF EMPLOYMENT:**

- Pass a pre-employment drug screening
- Pass a pre-employment physical exam
- Pass a background check and criminal history investigation
- Pass a pre-employment polygraph examination
- Pass a motor vehicle records check
- Be insurable under the City's vehicle liability policy
- Work subject to recall and overtime as required