



## JOB ANNOUNCEMENT - COMMUNITY SERVICE OFFICER

### Job Summary and Requirements:

Seeking a service-oriented team player to perform a variety of routine support functions assisting police officers and the community. This position will be a key member of the Field Operations Division in the police department providing a wide range of uniformed services to the public and agency personnel. Regular duties will include:

- Offering motorist assistance, directing traffic at crash scenes
- Investigating animal control and parking complaints
- Assisting the public with non-emergent reporting and general assistance
- Engaging in community outreach and education initiatives
- Conducting proactive bicycle, trail, and park patrols
- Assisting officers and investigators at crime scenes and significant events

The Community Service Officer (CSO) is a full-time civilian position within the police department; this role does not require police officer certification. A comprehensive in-house training program will be provided to certify personnel in proper use of assigned equipment and areas of responsibility. Duties will primarily involve assistance with non-emergent general service requests and strategic crime prevention initiatives and programming. Community Service Officers regularly engage in active listening, problem solving, community education and outreach, and perform preliminary investigative work in municipal regulatory issues.

This position requires a high school diploma or equivalent and sixty (60) semester credit hours from an accredited university or college. Full-time military experience may be substituted for college/university credits as follows: each one year of full-time military service equates to 15 semester credit hours. Persons interested in applying should demonstrate professionalism, a commitment to community, and a proven history of responsible decision making.

### How to Apply:

Go to [www.cityofjohnston.com/employment](http://www.cityofjohnston.com/employment) to review the position description. Interested applicants must create a profile with NEOGOV to apply for consideration. If already registered at [governmentjobs.com](http://governmentjobs.com), interested persons may use that account for the City of Johnston application process. Most job-related notifications, including application status and other time-sensitive items or requests, will be sent via email.

*Tentative Start Date: January 7, 2019*

**Deadline to Apply:** 4 p.m. Wednesday, October 31, 2018

**Rate of Pay:** Starting wage range for the CSO position is \$42,012 - \$47,427 depending upon experience and qualifications

**Benefits:** Health, dental, life, paid holidays, uniforms supplied, 7.39 hours of paid time off (PTO) bi-weekly. The maximum accumulation of PTO is four hundred twenty (420) hours. The City of Johnston participates in the IPERS retirement system.

- Other Minimum Qualifications:**
- Applicants must be 21 years of age at time of hire
  - Ability to clearly speak, read, write and understand the English language
  - Be of good moral character
  - Not be addicted to drugs or alcohol or show a history of recreational drug use
  - Capable of working for extended periods outdoors in adverse weather, unpleasant, or hazardous conditions
  - Willingness and ability to work with animals
  - Ability to push and pull greater than 50 pounds
  - Ability to lift and carry 21-50 pounds
  - Hold a valid Iowa driver's license upon hire
  - Not show a history of driving related infractions and be able to safely operate an emergency response vehicle in hazardous conditions
  - Applicants must be sighted with corrected vision to 20/20 and hear normally in each ear
  - Successful candidates shall be required to reside within sixty (60) minutes response time of the Public Safety Building within 180 days of hire

**Process:** Initial screening will include confidential telephone interview. Details of supplemental process will be provided to candidates selected for further consideration after initial pre-screening. An in-depth background, personal and financial history investigation will be conducted on applicants seeking employment. Finalists will also be vetted and ranked through a comprehensive practical skills assessment.

Post offer/pre-employment physical and drug testing required. Candidates may also be required to successfully pass a psychological interview.

***The City of Johnston is an Equal Opportunity Employer***