



CITY OF ALTAMONTE SPRINGS

JOB POSTING

POSTING #: 2016-041

OPEN UNTIL FILLED

TITLE: Community Service Officer

Hiring Range: (4/C) \$29,245/yr - \$33,632/yr*
(*based on last ten (10) years experience)

DEPT/DIVISION: Police/Operations (505)

City Applications will be accepted for Posting #2016-041 until the position is filled.

MINIMUM QUALIFICATIONS:

- Ability to work rotating shifts.
- Successfully pass written test and physical agility test and maintain physical fitness standards as prescribed by the Department.
- High school diploma or G.E.D.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed nine (9).

PREFERABLE QUALIFICATIONS:

- Experience with personal computers, photography and digital recording systems.
- Completion of the following NIMS Courses:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

POSITION FUNCTION:

Provide direct support to sworn personnel by conducting investigations of non-emergency calls, to include “over with” crimes, traffic crashes, parking violations, and other reportable incidents.

NOTE:

The selection process for positions in the Police Department will include a Truth Verification Examination/Computer Voice Stress Analysis (CVSA), an in-depth background investigation to include a Level 2 national fingerprint-based records check, and successful completion of the CJIS (Criminal Justice Information Services) Security Clearance process to include approval for controlled access to protected information.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM www.altamonte.org

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Community Service Officer

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Investigate motor vehicle accidents, direct traffic, enforce state, city and local laws and ordinances, prepare written reports and testify in court.
Perform rescue operations in disasters.
Operate a law enforcement vehicle.
Perform additional duties as assigned. Be available for emergency call-outs.
Complete and maintain physical fitness as prescribed by department standards. (PHYSICAL FITNESS ASSESSMENT WILL BE REQUIRED)

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