

City of Craig
Position Description
Community Service Officer

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL FUNCTIONS

Responsible for performing limited law enforcement and non-enforcement services; enforcement of all laws involving animals within the jurisdiction, capturing, removing and disposing of animals; enforces parking and code enforcement ordinances.

NATURE AND SCOPE OF JOB

An incumbent position reporting to the Operations Division Commander and the Chief of Police.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. ADMINISTRATIVE
 - a. Notifies supervisor of all animal shelter activity and all problems arising in the shelter.
 - b. Enforces Craig City ordinances related to code enforcement, parking and animals, livestock and fowl.
 - c. May maintain and submit a daily report of activities.
 - d. Formulates Department directives pertaining to animal control.
2. FIELD WORK
 - a. Patrols city streets, and contracted areas within Moffat County, and apprehends any animal or takes necessary steps to deal with any animal that may be in violation of the City ordinances or state laws, or may be a threat of harm or injury to itself or danger or harm to any human, other animal, or property, and deals with such animals in a safe and humane manner.

- b. Transports stray animals to designated Animal Shelter.
- c. Transports to the local veterinarian any animal that may be injured or sick for treatment and/or any animal that is to be destroyed as set forth by Department policy for the destruction of animals.
- d. Responds to complaints concerning parking, code enforcement and animal problems or violations of code enforcement and animal control ordinances, including but not limited to animals running at large, bites, property damage, vicious animals, or injuries.
- e. Removes dead, injured or dangerous animals from streets and residential premises.
- f. Investigates violations of code enforcement ordinances and animal control ordinances and issues warnings or citations as required; appears in court to testify regarding code enforcement and animal control cases.
- g. Serves various criminal or civil notices or papers related to enforcement of animal control ordinances and code enforcement violations.
- h. Works an assigned shift using own judgment in deciding course of action, being expected to handle difficult and emergency situations without assistance.
- i. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- j. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- k. Must be able to render creditable testimony in a court of law.

3. MAINTENANCE

- a. May maintain the animal shelter used to house animals being held until claimed or euthanized; keeps the shelter clean and sanitary, as requested by shelter owner.
- b. May ensure that all animals kept at the shelter are fed and watered and cared for on a daily basis.
- c. Operates and maintains the animal control vehicle as assigned by the Department; keeps the vehicle in a safe condition at all times and maintains the vehicle in a clean condition.
- d. Maintains communication equipment in proper working order.

4. RECORD KEEPING

- a. Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control.
- b. Compiles a variety of data regarding animal control activity and code enforcement activities; prepares monthly and annual reports of all activities.

5. MISCELLANEOUS

- a. Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and business to promote improved care and control of animals.
- b. Participates in special projects as directed.
- c. Conducts training of Departmental personnel in animal control and code enforcement related areas.
- d. Performs other related duties and responsibilities as assigned.
- e. Coordinates with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

* NOTE: *Only minimum duties are listed. Other responsibilities may be required as requested by Management.*

** NOTE: *These duties are tasks that management has determined are essential to the job.*

DESIRED MINIMUM QUALIFICATIONS

1. Required Education and Experience:

- a. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.
- b. Must have a High School diploma or GED equivalent.
- c. Must have or obtain an appropriate, valid Colorado driver's license.

2. Necessary Knowledge, Skills and Abilities:

- a. Knowledge of general procedures of law enforcement.
- b. Knowledge of the handling, feeding and care of dogs and other animals.

- c. Knowledge of pertinent federal, state and local laws, codes, regulations and Department policies and procedures.
- d. Knowledge of principles and procedures of storage, record keeping, and report preparation.
- e. Knowledge of modern office practices, methods and computer equipment.
- f. Knowledge of occupation hazards and standard safety practices necessary in the area of work.
- g. Knowledge of safe driving principles and practices.
- h. Skill in operating a variety of communications, and animal control/capture equipment.
- i. Skill in operating modern office equipment including computer equipment.
- j. Skill in operating a motor vehicle safely.
- k. Ability to prepare and maintain accurate and complete records.
- l. Ability to prepare clear and concise reports.
- m. Ability to understand and follow verbal and written instructions.
- n. Ability to work independently in the absence of supervision.
- o. Ability to interpret and apply federal, state and local laws, codes and regulations.
- p. Ability to respond to requests and inquiries from the public.
- q. Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- r. Ability to communicate clearly and concisely verbally and in writing.
- s. Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- t. Ability to acquire knowledge of the theories, principles, and practices of modern law enforcement as they apply to this position during the initial training period and any subsequent training that the Department may require.
- u. Ability to develop skill in the use and care of the animal control tranquilizer dart gun including meeting minimum mandatory qualification standards.
- v. Ability to gain knowledge of animal and human behavior.

TOOLS AND EQUIPMENT USED

- 1. Computer and Office Equipment
- 2. Vehicle
- 3. Firearms, Dart Guns, Impact Weapons
- 4. Animal Control Devices

The physical, work environment and mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- 1. While performing the duties of this job the employee is frequently required to stand, walk, sit, talk, hear, reach with hands and arms, use hands to finger, handle and feel items, stoop,

kneel, crouch or crawl, write, read and drive a vehicle. Occasionally the employee must climb or balance and keyboard.

2. The employee is frequently required to lift and/or move up to 10 pounds. The employee is occasionally required to lift and/or move up to 25 pounds. The employee is infrequently required to lift and/or move up to 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

1. While performing the duties of this job the employee frequently works with and/or near moving objects, works in confined areas, works outdoors, works varying shifts and works alone, with or around others. Occasionally, the employee works indoors. Infrequently, the employee works with or around fumes or airborne particles.
2. The noise level in the work environment is usually moderate.

MENTAL/MOTOR

1. While performing the duties of this job, the employee frequently has flexibility and attentiveness duration. The employee occasionally has routine workflow and attentiveness intensity. The employee infrequently has time constraints. Guidance and reinforcement are available constantly, and co-worker support is available frequently. The employee is frequently involved in social interactions which frequently require oral and written communications.
2. Memory, reasoning, problem solving and judgement are constantly used/required on the job. Mathematics is occasionally used/required on the job. Estimating is infrequently used/required on the job.