

COMMUNITY SERVICE OFFICER

Department: Village of Horseheads, Town of Elmira
Classification: Competitive
Adopted: 12/06/99
Revised: 01/06/03, 11/03/08; 02/01/11; 06/11/13
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class are trained in laws, procedures, and techniques to provide limited support of the Village Police and Code Enforcement Departments. The work is performed under the direct supervision of a Police Officer, Police Sergeant, or Code Enforcement Officer in direct accordance with established laws, rules procedures and policies. Supervision of others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Performs community policing activities;
- Enforces parking regulations;
- Operates a magnetometer in the court room;
- Explains requirements of Code Enforcement to property owners and to the general public;
- Enforces Village/Town Code regulations for properties located in the jurisdiction through the conduct of property maintenance inspections;
- Investigates complaints related to property maintenance;
- Prepares and maintains a variety of records and reports related to the activities of the Code Enforcement Office;
- Enforces specific building code regulations within the limits as defined by NYS for a Certified Code Compliance Technician;
- Performs related tasks as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the geography of the assigned jurisdiction; knowledge of policies and procedures as they relate to the police department and code enforcement office; knowledge of community services; knowledge of traffic laws and regulations; ability to comprehend and apply laws, ordinances, regulations and procedures; ability to direct and route vehicle traffic; ability to understand and carry out oral and written orders; ability to perform simple clerical tasks; ability to deal tactfully with the public; excellent moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of an equivalency diploma supplemented by completion of 12 credit hours of study in fire science and/or criminal justice; or
- B) Graduation from high school or possession of an equivalency diploma and one year of experience as a paid or active volunteer firefighter and possession of a Firefighter I Certificate; or
- C) Graduation from high school or possession of an equivalency diploma and two years of experience working in building construction or maintenance.

SPECIAL REQUIREMENTS:

- Candidates must possess a valid license to operate a motor vehicle in New York State at the time of appointment and maintain same throughout employment.
- Candidates must obtain the Basic Code Compliance Technician Certification from the Office of Fire Prevention and Control within twelve (12) months of appointment.
- Candidates must pass a background investigation that demonstrates a standard of responsible behavior.
- Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar employment in this class.