



## **EMPLOYMENT OPPORTUNITY**

City of Roseburg, Oregon

### **Community Service Officer**

**\$20.8770 - \$26.7243/hour**

**Part-time position 19.5 hour/week**

**Applications Close – 5:00 p.m., Friday, August 27, 2021**



The City of Roseburg is seeking a part-time Community Service Officer that will work as needed under the general supervision of the Watch Commander and/or Administrative Sergeant and performs paraprofessional duties in support of Patrol operations.

**ESSENTIAL DUTIES:** Any single position in this class will not usually perform all the duties listed and some positions may involve duties which are not listed.

- Prepares, or participates in the preparation of, written reports on incidents that are not in progress and do not require sworn officer presence, to include, but not limited to: fraud, theft, criminal mischief, other property crimes, and no-injury accidents.
- Participates in a team effort to provide response to non-emergency calls for service, and may process routine calls independently, to include arranging for the towing of vehicles, retrieving stolen and recovered property, including firearms, and providing assistance at accident scenes.
- Participates in the enforcement of parking control laws such as nuisance vehicle and traffic hazard removal, and the issuance of parking citations; may be required to push vehicles, or safely lift equipment, road debris, or miscellaneous objects in the course of work assignments.
- Provides on-site operational support at major incident scenes and special events by providing traffic direction, crowd control, or transporting supplies, food, or other logistical items.
- May serve subpoenas issued by Municipal and/or Circuit Court.
- Provides the leadership necessary for problem solving efforts of various neighborhood groups and/or business districts; participates in development strategies and gathering resources.
- Operates department vehicles and equipment, to include police radios and computer systems.
- May prepare and submit monthly reports of individual and unit work activity; completes technical reports as required; processes, maintains, and updates department records; enters and retrieves data using PCs and mainframe computer networks, including local, state, and national law enforcement resources.
- Receives and screens incoming emergency and non-emergency calls for police assistance; obtains clarifying information for the completion of accurate police reports, and transfers emergency calls to a Dispatcher; interprets situational information to determine whether it is a civil or criminal matter; enters data in the computer.
- Deals with individuals who may have contagious illnesses, which may necessitate wearing protective gear and clothing.
- Provides credible testimony in any judicial hearing.

- May interact with community members and public to include disturbed, distraught, difficult or dangerous individuals.
- Partners with Community Development on unhoused camp cleanups, to include posting campsites and booking items of utility collected from campsites.
- Actively supports an inclusive and respectful work environment.
- Provides animal control services to include, but not limited to, stray dog and dog bite reports, animal violations for prosecution, transporting dogs to holding facilities, reuniting animals with owners.
- Attends meetings and activities outside normal business hours including weekends.
- Performs other duties of a similar nature or level.

**QUALIFICATIONS:** An entry-level appointee would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

**Training & Experience:**

High School diploma or GED. Preference for experience or training in basic law enforcement, code enforcement, criminal justice, social services, or related, and/or dealing effectively with the public while applying regulations. Equivalency may also be met through additional education or graduation from Reserve Academy. Preference for bilingual skills.

**Special Requirements:**

Must be 18 years of age; must pass background investigation. Must qualify for access to computerized City and criminal justice systems and software; no felony convictions.

**Degree and Licensing and/or Certification Requirements:**

Appointees must have certification on the State of Oregon Law Enforcement Data System (LEDS) or the ability to obtain a certificate within six months of the date of hire; Appointees must have a valid State of Oregon driver's license and safe driving record at the time of appointment, or are able to obtain one within 30 days of hire.

**Knowledge Required:**

Inclusive and respectful work place practices. Law enforcement operations and their role in community service; Safe handling and transport of firearms and weapons; Balance that exists between enforcement and service in police patrol environments; Problem-oriented policing strategies and procedures; Research methods, to include data gathering, organizing, and reporting.

**Skills Required:**

Demonstrate commitment to maintaining a respectful and inclusive work environment; Perform assigned duties in a safe manner; Learn police operations sufficiently to perform the duties of the CSO position; recognize a potentially dangerous situation, and requesting appropriate back-up. Emphasize and provide excellent customer service.

**Essential Functions:**

Read and interpret State and Federal laws, and Municipal Code as it pertains to assigned tasks; Apply problem-oriented policing strategies and procedures; Organize and maintain an effective schedule to accomplish assigned tasks; Use tact and persuasiveness to resolve conflict; Mediate issues and resolve conflict; Safely lift and/or carry heavy items that may weigh up to 50 pounds or more; Safely push or pull objects which may be blocking pedestrian or vehicular traffic flows; Learn to use department equipment, including radios, vehicles, and

the police computer system and its applications; Communicate effectively in oral, electronic, and written formats; Interact harmoniously with coworkers, other agencies, and the public; Travel as required.

**Physical Requirements:**

Medium Work: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Mobility to work in standard office setting and use standard office equipment. Mobility and physical strength/stamina to respond to emergency situations and accidents. Must be able to work indoors and outdoors in a broad range of inclement/adverse weather conditions and be exposed to moderate and high noise levels.

**VETERANS' PREFERENCE:** The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

**How to Apply:** Complete an [Application](#) form available via one of the following methods.

**In-Person:** City of Roseburg – Third Floor  
Administration/Human Resources Office

900 SE Douglas Avenue, Roseburg, OR 97470

**Electronically:** Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

**Telephone Job Line:** (541) 492-7010 / Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

***Equal Opportunity Employer***

## Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States. Roseburg is the county seat and largest city in Douglas County. The population is 24,915 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

