## City of Rapid City
### Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Community Service Officer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CSOF</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>PN12</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>9/30/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is a non-sworn position responsible for assisting the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the city of Rapid City.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Responds to citizen complaints and completes reports for incidents that do not require a sworn police officer, including belated thefts, vandalism, and criminal entry to vehicles, under the general supervision of a Police Sergeant.
- Collects, preserves, and places any physical evidence present at a citizen complaint.
- Handles animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals when animal control is not available.
- Assists patrol officers with traffic control and motorists assist.
- Conducts drive through of parks, addressing or reporting any safety hazards.
- Responds to traffic hazards and other safety hazards.
- Gives information and/or directions to the public.
- Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

**Qualifications:**

**Education and/or Experience:**

High school diploma or GED equivalency

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to
moving mechanical parts; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Physical Demands:

The physical 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.

Example of what the physical abilities will be for the job: While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, crawl, and climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Other Skills and Abilities

This position requires a flexible schedule that will include working shifts, weekends, and holidays. This position requires the operation of a motor vehicle in all weather conditions.