

JOB DESCRIPTION

Civilian/Code Enforcement Officer

MINIMUM QUALIFICATIONS:

Education and Experience:

Must be 18 years of age. High school diploma or equivalent and six months of staff support experience in law enforcement or an equivalent combination of education, training and experience. Required to pass a criminal background check and polygraph exam.

Required Licenses or Certifications:

ACJIS certification within 6 months of hire.
Possession of a valid State of Arizona driver’s license.

Required Knowledge of:

- Police Department administrative processes and procedures.
- Town, county, state and federal laws, regulations and ordinances.
- Criminal justice and court systems, procedures and protocols.
- Civil court procedures.
- Principles and practices of evidence collection and preservation.
- Law enforcement principles, practices, procedures, techniques and equipment.
- Records management principles and practices.
- Modern office management principles, practices and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Type 30 WPM or more.
- Develop and organize public functions (i.e. Block Watch, School Programs, etc.)
- Speak in public forums.
- Work effectively with other law enforcement agencies and organizations.
- Utilize the ACJIS for criminal and motor vehicle checks.
- Effectively apply mediation techniques and methods.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Potential exposure to moving vehicles. May be exposed to potentially violent individuals. May be exposed to infectious diseases. May be exposed to hazardous chemicals. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____