



HUMAN RESOURCES DEPARTMENT  
City of Burlington  
200 Church Street, Suite 102, Burlington, VT 05401

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## COMMUNITY SERVICE OFFICER BURLINGTON POLICE DEPARTMENT

**POSTING DATE: June 1, 2016**

**RATE OF PAY: \$19.48/hr**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

**DEADLINE TO APPLY: June 13, 2016**

**POSTION STATUS: Regular Full Time**

**CLASSIFICATION: AFSCME 14**

**GENERAL PURPOSE:** This position is responsible to perform a variety of field –work in support of basic police operation and functions.

### ESSENTIAL FUNCTIONS:

- Performs shift work in a rotation of days, evenings, and nights, including weekends and holidays.
- Performs a variety of routine technical, administrative work in support of law enforcement activities.
- Works under the close supervision of the shift Officer in Charge.
- Operates a motor vehicle to assist in carrying out the business of the department and the City.
- Performs front desk duties, including but not limited to receiving visitors to the Police Department, directing persons to the appropriate office, answering and directing phone calls, taking walk-in reports on theft, criminal activities, relaying messages to field police personnel via radio.
- Conduct Vehicle Identification Number verifications pursuant to Department of Motor Vehicles requirements.
- Enforce parking regulations.
- Enforce animal regulations.
- Assists certified patrol officers in performing traffic control, such as, accident scene traffic control, special events control and other similar situations.
- Assists officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situation where vehicle is involved.
- Writes reports on certain incidents such as lost or stolen property, found or recovered bicycles, or any other non-arrest type of reports.
- Serves subpoenas or other department paperwork; deliver court paperwork.
- Transport department vehicles.
- Perform excellent customer service skills, establish and maintain effective working relationships with other employees, officials and all members of the general public.
- Perform data entry.
- Perform all other duties as assigned.

### MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Must be eighteen years of age.
- Must successfully pass written examinations, oral board interview and background check conducted by the department.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- After acceptance of conditional offer of employment applicant must pass physical examination by the Medical Board.
- Working knowledge of standard office equipment and Microsoft Office applications.
- Ability to work independently, and manage and prioritize multiple tasks.
- Ability to communicate effectively both oral and written.
- Ability to apply tact and discretion in working with the public.
- Ability to establish and maintain positive and effective employee and public relations.
- Ability to obtain and maintain a valid driver's license.

**To Apply: Submit cover letter, resume, City of Burlington Application and Civilian PHI:** Human Resources Department, 200 Church Street, Suite 102, Burlington, VT. 05401. To obtain an application, PHI, or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

