



## MASON COUNTY CIVIL SERVICE COMMISSION POSITION DESCRIPTION

<b>Title:</b> Community Service Officer		<b>Department:</b> Sheriff's Office
<b>Affiliation:</b> IWA		<b>Reports to:</b> Division Chief or Designee
<b>Salary Range:</b> According to the current signed labor contract		<b>Supervises/Directs:</b> None
<b>Risk Class:</b> 1501-00	<b>Job Class:</b> 3017	<b>Exempt</b> <input type="checkbox"/> <b>Non Exempt</b> <input checked="" type="checkbox"/>
<b>Civil Service Commission Approval Date:</b> 10/20/2022		<b>Elected Official/Human Resources Approval Date:</b> 10/20/2022

### GENERAL DESCRIPTION

An incumbent in this entry-level position performs a variety of basic non-enforcement tasks such as service of civil process subpoenas, crime prevention duties, alternative sentencing programs and other non-enforcement duties as required.

Work is performed independently, but may be reviewed for thoroughness, accuracy, and conformance to established policies and procedures. Incumbents must possess ability to use sound, independent judgment.

This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

**ESSENTIAL JOB FUNCTIONS-** (any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class.)

Prepares, processes, and files items for record management, property room and evidence systems.

Serves civil process subpoenas.

Communicates clearly and effectively by phone, radio and in person with people from all racial, ethnic and economic backgrounds.

Participates in the establishment of and maintains procedures pertaining to the operations of the section.

Testifies in court.

Performs crime prevention and other non-enforcement duties.

Operates calculators, computers, and other specialized equipment as required by the duties of the position.

Performs field compliance checks on Alternative Sentencing participants.

Conducts application interviews.

Supervises community inmate labor programs.

Attends training and obtains required certifications as directed.

Regular, reliable and punctual attendance.

Performs all jail control room functions.

Perform the physical requirements of the position; work within the established working conditions of the position.

## **DISTINGUISHING FEATURES**

- Incumbents are expected to understand the principles and practices of law enforcement work.
- Possess knowledge of applicable sections of the Washington State Law.
- Incumbents are expected to quickly and objectively recognize actual and potential problems and determine proper courses of action.
- Incumbents are expected to function with considerable independence and have latitude in exercising independent judgment within the framework of existing policies and procedures.
- Work is performed under general supervision and is reviewed periodically for adequacy and accuracy of records, reports, and functions.

## **WORKING CONDITIONS**

Work is performed both indoors or outdoors dependent on position. Lifting of records, reports, tools and equipment may be required, usually not in excess of 50 pounds. May be required to deliver items and operate county vehicles. Physical hazards may occur occasionally when dealing with hostile clients.

## **QUALIFICATIONS**

- Must be at least 18 years of age.
- Must possess a valid Washington State Driver's License.
- Pursuant to RCW 41.14.100, must be a US citizen and be able to read and write the English language.
- Must possess a high school diploma or GED.
- Acceptable scores on Civil Service examinations.
- Ability to pass a background investigation which includes a polygraph exam and/or behavioral assessments.

### **REQUIRED TRAINING FOR THIS POSITION:**

Sexual Harassment & Discrimination – Annually

Blood Borne Pathogens – Annually

Smart Risk Management – Once

Slip, Trip and Fall – Annually

Safe Lifting Practices – Annually

FEMA IS-907: Active Shooter - Annually

**REGULAR MONITORED DRIVER:  Yes  No**

### **DEFENSIVE DRIVING- ALL ANNUALLY:**

Basics

R is for Reverse

Intersections

Reduce Winter Weather Accidents

General Auto Risk Program for Drivers

**Additional job specific trainings may be issued at a later date.**

Est. 01.20.2011/Rev 1-02.16.2017/Rev 2-2.21.2019/Rev 3-10.20.2022

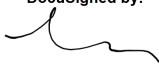
**Civil Service Commission Signature of Approval:**

DocuSigned by:  
Sue Ickes Sue Ickes Date: 10/20/2022  
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DocuSigned by:  
Mark Nault Mark Nault Date: 10/31/2022  
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DocuSigned by:  
Bill Kendrick Bill Kendrick Date: 10/20/2022  
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**Elected Official / Human Resources Signature of Approval:**

DocuSigned by:  
 Mary Ransier Date: 10/21/2022  
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**I have read and understand the above position description:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_