



Community Service Officer

DEPARTMENT: KCSO - Sheriff's Office
SALARY: \$29.62 - \$37.55 Hourly
LOCATION: Precinct #4 - SeaTac Station, 4800 South 188th St, SeaTac
JOB TYPE: Civil Service, Full Time, 40/hrs Wk
CLOSING DATE: 03/12/23 11:59 PM

SUMMARY:

WHO MAY APPLY: Open to the public.

For application instructions and requirements, specific to Sheriff Office positions, please visit [Civil Service Application Requirements](#).



The Community Service Officer is an excellent opportunity to provide meaningful service to the community and gain valuable experience in the field of human services and law enforcement. This is a uniformed, non-commissioned position (will not carry a firearm) supporting King County Sheriff's Office (KCSO). The successful candidate will have a passion and aptitude for building community relationships while working with diverse cultures and populations. Responsibilities include supporting Deputies with law enforcement activities that do not require enforcement authority, coordinating community events, and increasing engagement with underrepresented groups.

This position is a civil service position, for information regarding King County Civil Service Rules you can access these rules at [Civil Service Rules](#).

JOB DUTIES:

The **Community Service Officer** will support King County Sheriff's Office with law enforcement activities (that do not require powers of arrest) and community engagement such as:

- Engage, liaison and communicate with a diverse community to build a trusting relationship with law enforcement and increase access to services;
- Analyze community relations issues and opportunities for relationship building, cultivating positive relationships,
- Develop, implement and facilitate positive outreach efforts which will include creating and conducting outreach presentations to schools, community groups, service organizations and local businesses;
- Stay up to date with developments, changes and trends in the social landscape
- Coordinate community trainings and events;
- Responds to non-emergent service calls that do not require the enforcement authority of a sworn police officer.
- Mediate and provide crisis intervention for family, landlord/tenant, and neighbor disputes; cases of domestic violence, child/elderly abuse and neglect, mental health issues, deaths;
- Interview victims and witnesses of various crimes and provide referrals and information on social services, laws and ordinances and arrange for emergency services;
- Prepare and write incident reports and reporting for grants;
- Assist traffic control at accidents, hazards, fires, disasters and public events;
- Handle, log and process crime scene evidence.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

We are looking for candidates who have relevant experience, education and/or training that provides the background necessary to effectively perform the job duties as well as having the following minimum qualifications:

- A **passion** and aptitude for working with diverse cultures and populations while building strong community relationships
- A strong aptitude for **communicating and engaging** with communities and individuals who are elderly, Limited English Proficient (LEP), dealing with chemical dependency and/or mental illness, have a disability or is an at-risk youth
- Proven ability to **respect, communicate, and relate** well to diverse groups of people regardless of their status, position, or background;
- Effective at **building and maintaining relationships**; friendly, engaging, strong interpersonal

skills

- Has **situational awareness** and uses tact to diffuse tense situations through personal rapport and communication skills; appreciates and celebrates differences.
- Ability to **instill trust** by gaining the confidence and trust of others through honesty, integrity, and authenticity
- Demonstrated **commitment to racial and social justice** in service delivery and engagement with the community.
- Ability to interview and **listen empathetically** to victims and witnesses of various crimes (assault, rape, homicide, and burglary);
- Ability to perform work in stressful and traumatic conditions.
- Experience working with community-based organizations and the ability to **cultivate partnerships** to further enhance outreach and engagement plans.
- Demonstrated **commitment to racial and social justice** in service delivery and engagement with the community.
- Demonstrated commitment to **promoting healing and resilience** in communities who have experienced marginalization and/or trauma.
- **Strong interpersonal and listening skills** with the ability to effectively use mediation, counseling and/or crisis intervention techniques;
- Ability to effectively speak in public, act as a liaison for the community and successfully manage community outreach programs;
- Basic writing skills with the ability to summarize incidents, inquiries, crime scenes; prepare materials for trainings and public speaking functions;
- Comfort speaking over police radio, operating digital cameras or other audio/visual equipment.

In addition, the most competitive candidates will have the following desired qualifications:

- Bilingual or experience working with Limited English Proficiency (LEP) communities.
- Experience or Education in law enforcement or public safety organizations.
- Experience or Education in counseling, social work, human services or related field.

SUPPLEMENTAL INFORMATION:

- Incumbents must possess a valid Washington State Driver's license and will use a marked Sheriff's Office vehicle in the performance of their job duties.
- Training in traffic control, defensive tactics, Emergency Vehicle operations course, report writing and crime prevention techniques will be provided.
- Incumbents in this position will wear a Community Service Officer King County Sheriff's Office uniform or contract city uniform (Burien, SeaTac, Shoreline) while on the job.
- The physical demands of this position requires moderate activity, strength and stamina.

General Timeframe: Please note that dates are subject to change based on resource availability.

- Mid March 2023; Written Examination
- April 2023; Oral Board Interview

UNION MEMBERSHIP: This position is represented by PSEU: Public Safety Employees Union.

CONTACT INFORMATION: Please contact Michelle Kobuki, Civil Service Human Resources at 206-477-4740 or michelle.kobuki@kingcounty.gov

WORK SCHEDULE: This position is a full-time (M-F), and eligible for overtime.

TO APPLY: Please carefully review the list of required materials before submitting your application.

- An online employment application
- Cover letter
- Complete answers to the supplemental questions.
- Review the list of the KCSO [Automatic Disqualifiers](#) and verify your qualification for employment with the King County Sheriff's Office.

NOTE: Email is the primary form of notification during the recruitment process. Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders.

SUPPLEMENTAL INFORMATION:

Forbes named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles - we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all

employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2023MK18130
COMMUNITY SERVICE OFFICER
MK

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

michelle.kobuki@kingcounty.gov

An Equal Opportunity Employer

Community Service Officer Supplemental Questionnaire

- * 1. You must be a current US Citizen or **Legal Permanent Resident** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
 - Yes
 - No
- * 2. Can you read, write and speak the English language?
 - Yes
 - No
- * 3. Do you meet any of the automatic disqualifiers pertaining to **DRUGS**:
 - As an adult, convicted of any felony drug crime
 - Any use of heroin or methamphetamines
 - Any possession or use of GHB (gamma-hydroxybutyrate) or any other "date rape" drug (includes, but not limited to; Ketamine or Rohypnol), including giving it to others
 - Any use of illegal drugs within three (3) years of application (other than juvenile or one-time experimentation). Illegal drugs include but are not limited to; cocaine, ecstasy, molly, MDMA (club drugs), spice, mushrooms, or Khat, or illegal use of prescription drugs (including steroids).
 - Illegal use of four (4) or more different controlled substances as an adult within the past ten (10) years
 - Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution
 - Use of any illegal drugs while employed in a criminal justice capacity
 - Obtaining a prescription under false pretenses
 - Any instance of illegally using a drug after

applying to any Law Enforcement agency •Marijuana use will be evaluated on a case-by-case basis; however, to increase the likelihood of continuing in the hiring and background process, an applicant should not have used marijuana in the last 12 months

Yes No

- * 4. Do you meet any of the automatic disqualifiers pertaining to **MILITARY**: A dishonorable discharge
 Yes No

- * 5. Do you meet any of the automatic disqualifiers pertaining to **CRIMINAL ACTIVITY**:
•Any adult felony convictions •Any adult misdemeanor conviction for crimes involving theft, violence, or crimes of dishonesty (including, but not limited to, perjury, forgery, impersonation, bribery, witness intimidation/tampering, or tampering with evidence)
•All other misdemeanor convictions as an adult within the last three (3) years •Any conviction for a sex-related crime, including crimes involving a minor or individual with a disability, including pornography •Any instance of required registration as a sex offender, regardless of conviction status •Any conviction for animal cruelty as defined by RCW 16.52.205 •Any conviction for a violation of a court No-Contact, Protection, or Harassment Order •Any candidate currently named as a Respondent in any No-Contact, Protection, or Harassment DV Order
 Yes No

- * 6. Do you meet any of the automatic disqualifiers pertaining to **DOMESTIC VIOLENCE**: Any conviction for any crime classified as a Domestic Violence offense

- * 7. This position requires travel to locations throughout King County. Do you have a valid, unencumbered driver's license from the State of Washington OR from another state and willing to obtain an unencumbered Washington State driver's license prior to beginning employment?
 Yes No

- * 8. Relating to your communication skills; what does your education, training, and/or work experience include? Check all that apply.
 - Interview, mediation, counseling and/or crisis intervention techniques.
 - Accurately and thoroughly fill out forms and provide written reports.
 - Public speaking and/or community outreach.

- Use computers for basic communication (documents, email, etc.)
 - None of the above but willing to learn
- * 9. Select the option(s) that best describe your experience working with the following programs or groups. If you do not have experience with the following groups, please select none of the above.
- Immigrant/Limited English Proficiency Communities.
 - Children, At-Risk Youth
 - Domestic/Relationship Violence (survivors and/or prevention programs).
 - Elderly Programs
 - Alcohol/Drug Abuse Programs
 - Veterans
 - None of the above
- * 10. Are you proficient in speaking a language other than English?

* Required Question