



Cow Creek Government Office

Position Description

Position Title: Community Service Officer

Department: Police

Reports To: Police Chief

FLSA Designation: Non-exempt

POSITION PURPOSE:

The Community Service Officer (CSO) is responsible for performing police support activities as a non-sworn Officer.

ESSENTIAL FUNCTIONS:

- Prepares and disseminates reports and makes recommendations on actions to be taken.
- Aid police officers conducting criminal investigations and emergency responses.
- Responds to calls for service which may include determining level of non-emergency, and determining what actions need to be taken.
- Provides credible court testimonies.
- Investigates thefts, criminal mischiefs, and trespasses where suspect contact isn't required.
- Aid records in data entry, answering telephones, and receiving customer service requests.
- Upholds the values of the organization and has a strong community policing orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Demonstrates regular, reliable, and punctual attendance.
- Ability to effectively communicate in all conditions.

QUALIFICATIONS:

- Must be a Cow Creek Tribal member.
- Graduation from high school and/or equivalent combination of education and experience.
- Must be at least 18 years of age with no felony convictions.
- Strong computer knowledge in Word and Outlook.
- Strong written and oral communication skills.
- Requires completion of a background investigation to the satisfaction of the employer.
- Current and valid Oregon Driver's License with the ability to qualify for the Drivers Program.