

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday April 18, 2017

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Trustee Muradian on Tuesday, April 18, 2017 at 6:38 P.M.

2. ROLL CALL

Present: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson.

3. APPROVAL OF MINUTES

3.1 Approval of April 4, 2017 COTW minutes. Trustee Muradian entertained a motion to approve. Trustee Swanson made a motion to approve the minutes; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to approve the minutes 6-0-0.

4. PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend keyless entry for Village Hall. There are three bids in Google Drive (**Attachment 1, 9 pages**) Mike VanOfferen, IT, has recommended Rock River Service Company at a cost of \$19,853.00. Trustee Gustafson made a motion to send to the Board for final approval the acceptance of Rock River Service Company for the keyless entry system NTE \$20,000.00; seconded by Trustee Muradian. Roll Call Vote: Trustees Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Trustee Baxter – No. Motion to send to the Board for final approval 5-1-0.

5.2 Discuss and recommend hiring Leo Sanchez as substitute Administrative Assistant/Community Service Officer. Chief Evans stated Leo Sanchez has worked as an officer for the Village of Roscoe for 34 years and is retiring. She is requesting the Board's approval to hire Mr. Sanchez to cover the secretary's office when she is absent, on an as needed basis, and also serve as a Community Services Officer at a cost of \$16.57 (**Attachment 2, 6 pages**). Trustee Gustafson made a motion to send to the Board for final approve the employment of Leo Sanchez as substitute administrative assistant and Community Services Officer at \$16.60 per hour; seconded by Trustee Muradian. The money will come from the part-time wage budget. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board for final approval 6-0-0.

5.3 Discuss and recommend 2017 Class D Patching Program. Engineer, Zac Gill stated this is the annual road maintenance patching program that is done every year. Typical Class D patching expenditure is \$35,000-\$80,000.00 per year. \$126,000.00 has been appropriated towards road maintenance. The Class D bid package will be on the next Board agenda for approval.

6. OLD BUSINESS

- Trustee Swanson asked if Public Works was using the crack sealing machine. Mr. Gill stated yes, however, weather held them up last year, but they are going to start-up the process again with weather permitting. When completed, the lineal foot cost will be tabulated for comparison. Still an on-going process.

7. NEW BUSINESS

None

8. PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Trustee Muradian entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 6:45 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard. Motion approved 6-0-0.

Christina K. Marks

Christina K. Marks, Village Clerk

APPROVED: May 2, 2017



Rock River Service Company

COMMUNICATIONS CENTER OF ROCKFORD | ACCESS CONTROL SYSTEMS

2222 Charles Street • Rockford, Illinois • 815-226-1280

April 4, 2017
Roscoe Village Hall
Mike Van Offeren
Roscoe, IL

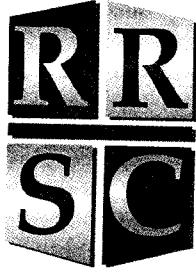
Village of Roscoe City Hall Door Access System

Proposed S2 Door Access System is browser based allowing End Users/Clients the ability to manage system from any network attached PC. System can also be managed remotely using S2's *Mobile Security Officer* application on any Android/IOS Mobile device. See pricing and door locations below.

- 1-Wall Mount S2 Door Access Server
- 13-Allegion Wireless Lock Sets W/Reader
- 2-Allegion Wireless Gateways
- 3-Rim Mount Electric Strikes
- 3-HID Mullion Mount Readers
- 1-Power Supply 12/24vdc
- 1-Installation Kit W/Wire
- Installation/Programming/Training

TOTAL

\$19,853.00



Rock River Service Company

COMMUNICATIONS CENTER OF ROCKFORD | ACCESS CONTROL SYSTEMS

2222 Charles Street • Rockford, Illinois • 815-226-1280

Doors Locations:

1. Village Hall Main Entrance
2. Rear Public Entrance
3. Employee Parking Entrance
4. Planning Room
5. Village Administrator
6. Human Resource
7. Conference Room
8. I.T Room
9. Treasurer
10. Copy Room
11. Trustees Office
12. Village President
13. Village Attorney
14. Village Clerk
15. Secretary State Entrance
16. Secretary State Rear Door

If you have any questions, please call.

Sincerely,

Clay Goodman

clay@rockriverservice.com

815-742-1982

RRSC



Proposal

To: Mike VanOfferen
 Village of Roscoe Town Hall
 10631 Main Street,
 Roscoe, Illinois 61073

Date: 4/11/2017
Estimate Name: PQ041017-2 Roscoe Town Hall - Ac
Pro Com Quotation No: PQ041017-2
Email: mike@statelinetechnologies.com

Scope of Work:

We are pleased to offer the following proposal for access control at the Village of Roscoe Town Hall at 10631 Main Street, Roscoe, IL 61073. We're offering an Avigilon access control system hardwired and wireless lock sets. Pro Com Systems will sub-contract Cardinal Glass to install electric hardware on the main entrance door.

Bill of Material:

Qty.	Description
1	SERVER APPLIANCE W/ SOFTWARE
1	DOOR CONTROLLER PANEL
2	MERCURY CONTROLLER BOARD
1	MERCURY 2-DOOR BOARD
2	MERCURY 1-DOOR BOARD
1	PROX READER MULLEN MOUNT
4	PROX READER 1-GANG
6	WIRELESS LOCKSET - ALLEGION NDE
1	CARDINAL GLASS
1	HES 5000 SERIES ELECTRONIC STRIKE
1	HES 9400 SERIES ELECTRIC STRIKE
3	DOOR CONTACT
2	WIRELESS NDE LOCKSET GATEWAY
250	DOOR CABLE
1	GATEWAY CABLE
40	RING ROUTE J-HOOKS
1	SYSTEM SET-UP & CUSTOMER TRAINING
4	WIREMOLD
1	SLEEVE THROUGH BRICK WALL
200	SECOND READER CABLE 6C 22 AWG

Project Name: PQ041017-2 Roscoe Town Hall - Access Control
Estimate Name: PQ041017-2 Roscoe Town Hall - Access Control
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Selling Price:

\$ 20,295.00

Specific Inclusion/Exclusions:

- Deduct for virtual server: -\$580.00
- Unit cost including installation for wireless lock set: \$685.00
- Cost per 100 clamshell prox cards: \$225.00
- Cost per 100 Printable prox cards: \$300.00
- Cost per 100 Key Ring prox fobs: \$385.00
- Cost per 100 Wristband prox fobs: \$500.00
- Cost for prox card printer: \$4,850.00
- Cost to electrify the second main entrance door: \$765.00
- Applicable taxes are not included in this proposal.
- This proposal is based upon a site visit on Thursday April 6th.
- Conduit, standard backboxes, and 120 volt power are included in this proposal.
- Please contact Bill Shippy with any questions pertaining to this proposal. 815-986-0242

I hereby accept this quotation and authorize the contractor to complete the above described work.

Name: _____

Date: _____

Project Name: PQ041017-2 Roscoe Town Hall - Access Control
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General Terms and Conditions:

1. Where specific inclusions/exclusions to this proposal have been included at the time of bid, the project specific inclusions and exclusions shall supersede these general terms.
2. **Conditions of Performance:** The responsibility of Pro Com Systems with respect to the services to be performed hereunder shall be limited to either the customer's side of the interconnect devices connecting the equipment to the system operated by the local telephone or other relevant utility, or if no such interconnect devices exist, to the customer's side of the point of connect between the equipment and said local system. The customer shall allow employees of Pro Com Systems free access to premises and facilities where the equipment is to be maintained at all hours consistent with the requirements of this agreement. Any maintenance or service work performed on the equipment by others during or after the period of this agreement without written consent of Pro Com Systems, shall cause any warranty granted to customer by Pro Com Systems under this agreement to become null and void.
3. **Force Majeure:** The timeliness of performance by Pro Com Systems of maintenance or services hereunder or the performance of any other obligations of Pro Com Systems under this agreement is in every case subject to delays caused by an act of God, war, riot, fire, explosion, accident, flood, sabotage, inability to obtain materials or power, civil commotion, governmental laws, regulations or orders, acts or inaction of customer, inability of Pro Com System's subcontractors to perform, or any other cause beyond the reasonable control of Pro Com Systems, or labor trouble, strike, lockout or injunction (whether or not such labor event is within the reasonable control of Pro Com Systems). In the event of any such delay, the period of time for performance of services affected by such delay will be extended to reflect the effective delay occasioned thereby.
4. **Limitation of Liability:** The customer agrees that neither Pro Com Systems nor its subcontractor shall be liable for any loss or damage to the equipment or other property or injury or death to the customer's agent, employees or customers arising in connection with the maintenance or other services provided by Pro Com Systems or its subcontractor under this agreement unless such loss, injury, death or damage results solely from the gross negligence or willful misconduct of Pro Com Systems' officers, employees or agents or those of Pro com Systems' subcontractor. In no event shall Pro Com Systems or its subcontractor be liable for any indirect, incidental, consequential or special damages (including, without limitation, any loss by customer of business, revenues or goodwill), arising in connection with this agreement or the equipment or any services performed tor materials provided incidental thereto.
5. **Installation Warranty:** Pro Com Systems will provide a one (1) year limited warranty on labor and workmanship only, beginning from date of completion on the installation, or the agreed upon warranty date as prescribed by the architect or engineer if applicable. **This warranty is void if the product has been damaged by accident, unreasonable use, acts of god, unauthorized programming or maintenance of software systems by parties not authorized to do so, or other causes not arising out of defects in workmanship.** All workmanship warranty claims are subject to evaluation and review by Pro Com Systems.
Manufacturer's Warranties: Pro Com Systems shall provide a copy of all manufacturer warranty policies to the end user. All such material warranties shall be honored by manufacturer, and Pro Com Systems holds no responsibility for the enforcement of warranty claims for materials found to be defective by the manufacturer. This policy shall apply to manufacturers and products that Pro Com Systems is the manufacturer's representative of and for items purchased under contract between Pro Com Systems and the end user.
Firmware upgrades, product recalls, safety bulletins and other manufacturer driven warranty issues: Firmware upgrades, product recalls, safety bulletins and other manufacturer driven warranty issues are not covered under the installation warranty provided by Pro Com Systems. In the event a product requires installation labor due to firmware or software upgrades, product recall bulletins, safety bulletins and the like, Pro Com Systems will assist the end user in the replacement or repair of such items, however, the labor required by Pro Com pertaining to removal, reinstallation, technical support via phone, email or other means, shipping costs and related documentation issues shall be borne by the end user.
6. **Terms and Payment:** 50% upon acceptance, 50% upon completion.
 - A. Unless otherwise specified in a signed Pro Com Systems proposal, payments due from the customer to Pro Com Systems hereunder shall be made within thirty days from the date of Pro Com Systems' invoice. All new customers are subject to payment in advance via certified check or money order.
 - B. Customer shall pay a late charge of 1.5% per month (18% annual percentage rate) or at the maximum rate permitted by applicable law, whichever is less, on any unpaid amount for each calendar moth, or fraction thereof, that any payments to Pro Com Systems are in arrears, based upon the schedule of payments set forth above.
 - C. Pro Com Systems may terminate this agreement in the event that customer makes an assignment for the benefit of

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creditors, or a voluntary or involuntary petition is filed by or against customer under any law having for its purpose the adjudication of customer a bankrupt or the reorganization of the customer, or may be cancelled by Pro Com Systems without notice should customer default in any payments due Pro Com Systems as herein provided.

7. **Legal Costs and Expenses:** In the event the Pro Com Systems shall incur any legal fees or costs or expenses in order to enforce or attempt to enforce this agreement caused by a breach hereof or default herein by the customer, the customer shall pay all such attorneys' fees and cost, provided that they are reasonably incurred by Pro Com Systems, said cost to be paid within 30 days following the date that they accrue to Pro Com Systems.

8. **Assignment:** Pro Com Systems may assign, subcontract, transfer or otherwise dispose of, in whole or in part, any of its interests, rights or obligations under this agreement. Any subcontractor performing maintenance services or other services hereunder will be subject to the same terms and conditions as are set forth herein. Customer shall not assign or subcontract any part or all of its interests hereunder except upon the prior written consent of Pro Com Systems, which consent shall not be unreasonably withheld, and any attempted assignment or subcontracting without Pro Com Systems' prior written consent shall be null and void.

9. **Contractor Status:** It is understood and agreed that Pro Com Systems is neither the agent nor employee of the manufacturer of the equipment or any lessor thereof, and unless expressly set forth herein Pro Com Systems does not assume responsibility for the obligations of said manufacturer or any lessor under any warranty or agreement of the manufacturer or lessor. It is, however, understood that all references herein to the equipment specifications shall be deemed to include the specifications, recommendations or requirement of any manufacturer of the equipment.

10. **Governing Law, Jurisdiction and Venue:** This contract shall be governed by, and construed and enforced in accordance with the laws of the State of Illinois. In the event of a dispute hereunder, the parties consent to the exclusive jurisdiction of the state courts of, and federal courts sitting in, the State of Illinois. Any state court action, or any alternative dispute resolution proceeding shall be filed and maintained in Winnebago County, Illinois and any federal court action shall be maintained in the federal court venue nearest to Winnebago County, Illinois.

11. **Entire Agreement:** This agreement shall constitute the entire agreement between the customer and Pro Com Systems irrespective of inconsistent or additional terms or conditions in customer's purchase orders or other documents submitted by the customer to Pro Com Systems. This agreement supersedes any other agreement whether written or verbal between the customer and Pro Com Systems and this Agreement may not be modified except by a written amendment specifically referencing this Agreement.

12. **Binding Effect:** This agreement shall be binding upon the parties hereto and their heirs, executors, personal representative, beneficiaries, successors and assigns, subject to the limitation of assignment set forth herein.

13. **Additional Terms and Conditions:** Acceptance of this proposal either by signature, purchase order, contract or other written authorization constitutes acceptance of the above written terms and conditions. Any deviations or changes to the terms listed above must be made before acceptance of this proposal via written authorization is granted.

NORTHERN ILLINOIS COMMUNICATION
7844 Burden Road Machesney Park, Illinois 61115
815-873-1100

NETWORKS
WWW.NICOMMNET.COM

BID PREPARED FOR:

Village of Roscoe
10631 Main Street
Roscoe, IL 61073

IP-Door Access Control
System

NICOMM NETWORKS

www.nicommnet.com

7844 Burden Road
Machesney Park, IL 61115
815-873-1100

Northern Illinois Communication Systems

Estimate

DATE	ESTIMATE #
4/2/2017	24415

Village of Roscoe
10631 Main Street
Roscoe, IL 61073

	KDA	QUANTITY	UNIT PRICE	TOTAL
Door Access system - Server, Switch, door controller, electric strike, readers, cards.				
Infinias 50 access control server.		1		1,700.00
small business26 port 10/100 full PoE network switch		1		406.49
Front Doors(In)(single); South Police door (in&out);HR(in);Admin(in);Treasurer(in);Attorney(in);President(in);Admin Assist(in);Clerk(in);Back door(in)(parking lot).				
eIDC-PoE Network door controller		10		4,874.70
HID MiniProx Mullion Mount Proximity Card Reader		11		2,575.98
Surface Mount Box for door controller		10		150.00
ROFU Electric Strike 2400. Fail secure/fail safe. 12vDC, stainless steel		9		1,287.00
PVC HID prox compatible card - min 25 order motion sensor		100		405.00
Narrow Line Single EMLock, 1200lbs		1		199.00
Labor charges		1		468.90
Installation, programming, testing, and Training data cables installed by others. NICOMM will terminate and connect.		34		3,060.00
Add IT room(in) ; Planning/Zone(in) ;SecofState front and back door(in & out) ; Trustee Office(in)				
eIDC-PoE Network door controller		5		2,437.35
HID MiniProx Mullion Mount Proximity Card Reader		7		1,639.26
Surface Mount Box for door controller		5		75.00
ROFU Electric Strike 2400. Fail secure/fail safe. 12vDC, stainless steel		4		572.00
Narrow Line Single EMLock, 1200lbs		1		468.90
Labor charges		16		1,440.00
X				
Total				

NICOMM NETWORKS

www.nicommnet.com

7844 Burden Road
 Machesney Park, IL 61115
 815-873-1100

Northern Illinois Communication Systems

Estimate

4/2/2017	24415

Village of Roscoe
 10631 Main Street
 Roscoe, IL 61073

	KDA		Door Access
Installation programming, and testing			
<p>X</p> <p>Please sign estimate and fax to 815-633-1267. By signing this proposal, you agree, as an appointed representative for your company, to proceed with the purchase of materials and/or services detailed on this proposal. All cancelled items are subject to restocking fees. Once work has proceeded on the accepted proposal/project, the purchaser will be responsible for all fees incurred for the cancellation of the project.</p>			<p>Total \$21,759.58</p>

Date: Submitted by:

Type:

Description:

Background:

Key Issues:

Alternatives:

Recommendation

Budget Impact:

Action Required:

Attachments: Yes
 No

1001.10 Civilian Employee: All Non-Sworn Personnel

1001.11 Secretarial/Administrative Assistant

A. Procedure:

1. Reports directly to the Chief of Police or his designee on all matters.
2. Only the Chief of Police has direct authority over the secretary of the Police Department.
3. All other personnel are expected to cooperate and work with the administrative staff.

B. Distinguishing Features of Work

1. Under direction, maintains police department records and files, as well as other related office related duties.

C. Illustrative Examples of Work:

1. Receptionist duties included answering the phone, taking messages, greeting walk-ins, answering questions relating to department and village matters and other miscellaneous matters, giving directions.
2. Typing duties include correspondence, memos, eom reports, criminal complaints, list the tickets sent to the circuit clerk, pay slips, purchase orders, and update forms, phone lists, and personnel lists.
3. Computer duties include back-ups as prescribed, review and correction of data on a daily basis, and data entry of citations, warning, court dispositions, and court dates.
4. Uniform crime reports involve checking codes and filling out the proper forms.
5. Responsible for maintenance of files, mail, purchase of office supplies, data entry, filling requests for accident reports, tracking petty cash, mailing citations to the circuit clerk's office, routing of reports as require.
6. Perform other related duties as required for assigned by the Chief of Police or his designee.

D. Position Requirements:

1. Education:

- a. Requires knowledge, skill, and mental development equivalent to completion of four years of high school.

2. Experience:

- a. Requires a minimum age of 18 years.
- b. Requires possession of a valid driver's license to operate an automobile.

E. Significant Responsibilities:

1. Requires ability to pass required physical examination.
2. Requires proficiency in typing, as well as a sufficient knowledge of spelling and grammar.
3. Requires the ability to successfully complete all required training programs.
4. Requires the ability to respond quickly and logically under stress or emergency situations.
5. Requires the ability to communicate effectively both orally and in writing.
6. Requires the ability to establish and maintain satisfactory relationships with co-workers and the general public.
7. Probationary period: See Employee Handbook.

COMMUNITY SERVICES OFFICER

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of specialized and technical non-sworn law enforcement duties in support of Police Division operations and services including in the areas of patrol, property and evidence, training, juvenile diversion, or other areas as assigned; provides information and assistance to the general public and answers citizen inquiries; and performs a variety of other non-sworn law enforcement, clerical, and administrative functions in support of Police Division services and activities not requiring Peace Officer status.

REPRESENTATIVE DUTIES

Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of specialized and technical non-sworn law enforcement duties in support of the Police Division including in the areas of patrol, property and evidence, training, and other areas as assigned.
2. Dictate and/or write reports in reference to investigations; complete evidence voucher for evidence or property collected; book evidence or property into evidence.
3. Perform a variety of duties associated with the maintenance and control of Police property and evidence; empty evidence lockers and process property and evidence including matching property voucher from booking locker to booked property and assigning a barcode label to each property voucher and the corresponding piece of evidence; give each piece of evidence and property a shelf location and record location on voucher form; process evidence as appropriate including to prepare, package, and mail drug envelopes, blood/alcohol boxes, and fingerprint evidence for processing; process requests for evidence needed for court including to retrieve evidence and properly record the chain of custody; maintain records from intake, through prosecution, to final disposition; purge all Police property and evidence according to state and local mandates.
4. Provide information and assistance to the general public; answer citizen inquiries and respond to complaints and requests for services from other department staff, the general public, other law enforcement agencies, and other agencies; provide information to violators, the general public, businesses, school communities, and other government agencies regarding codes, laws, and ordinances as well as department services, programs, and practices; give station tours; serve as public information officer.
5. Perform a variety of clerical and administrative functions in support of the Police Division services and activities; assist with special projects as assigned.
6. Process Administrative citations for the Village; notify and maintain database; route citation to appropriate personnel.
7. Conduct employment background investigations.
8. Fingerprint citizens for employment and licensing
9. Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information using a computer terminal.
10. Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Standard law enforcement information, communications, and record keeping terminology.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Methods and techniques of public speaking and instruction.
- Principles and practices of record keeping and reporting.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.

Ability to:

- Perform a variety of non-sworn law enforcement activities; exercise independent judgment and work with a minimum of supervision.
- Learn methods and techniques related to basic police functions including those used in patrol, property and evidence, training, and related functions and programs.
- Understand the organization, operation, and services of the Village, the Police Division, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply pertinent federal, state, and local codes, laws, and regulations including vehicle codes, and municipal codes.
- Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines.
- Prepare clear, concise, factual, and thorough reports and statements.
- Prepare, maintain, file, and index a variety of reports, records, and other written materials.
- Direct and control traffic during special events.
- Operate and use modern office equipment including a computer and various software packages.
- Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.
- Operate assigned vehicle in a safe manner.
- Use and operate assigned tools and equipment including portable radio, camera, and

evidence/fingerprint kit.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
Analyze situations and adopt a course of action.
Exercise tact and judgment in responding to inquiries and resolving complaints and problems.
Remain calm under emergency situations.
Deal tactfully and courteously with the public and law enforcement personnel.
Respond to requests and inquiries from the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Organize and prioritize work assignments.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Work varied hours including evenings, weekends, and holidays.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized clerical or law enforcement training is highly desirable.

Experience:

One year of increasingly responsible clerical, code enforcement, or related experience that includes a high level of public contact. Prior law enforcement experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field setting; travel from site to site; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment requiring repetitive hand movement and fine coordination; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Community Services Officer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.