



The CITY OF BURNSVILLE
Invites applications for the position of:
**COMMUNITY SERVICE
OFFICER**

An Equal Opportunity Employer

OPENING DATE: April 5, 2021

CLOSING DATE: April 25, 2021

STARTING SALARY: \$23.61/hr.

SALARY RANGE: \$23.61 – \$29.44/hr.

The City of Burnsville is seeking to fill Community Service Officer positions. This position is a part-time (32hours/week), non-sworn position. While assigned as a CSO, the primary duties are to provide support services to all divisions of the Police Department and perform tasks assigned by a superior officer. The CSO position is a training position that evaluates candidates for future Police Officer openings with the City of Burnsville.

ORGANIZATIONAL VALUES:

Our values:	Your contribution:
Collaboration: we value people and perspectives	<ul style="list-style-type: none">This position will collaborate in establishing and maintaining effective working relationships with BPD employees, City staff, and the public.
Innovation: we are on the leading edge	<ul style="list-style-type: none">This position will strive to be innovative in preserving the public's trust and will require self-motivation and creativity to address issues
Excellence: we expect the best	<ul style="list-style-type: none">This position will hold themselves to BPD's high standards in alignment with our mission, core values and procedural justice.

ESSENTIAL JOB FUNCTIONS:

1. Provide assistance to the Patrol Division:

- Prisoner booking and transport, security standby.
- Ferrying squads for service and equipment maintenance.
- Inventory control.
- Traffic direction, security standby, vehicle lockouts

- Facility tours.
 - Deliveries to other City departments, court messenger service.
 - Fix-it ticket violations, take minor reports
2. **Provide assistance to the Support Services Division:**
 - Property Room, Records, Crime Prevention, Animal Control.
 - Fingerprinting, found property pickup, release of property.
 - Traffic studies and radar speed duties.
 - Tobacco compliance checks.
 3. **Provide assistance to the Investigation Division:**
 - Evidence handling/processing.
 - Inter-agency report/evidence delivery and pickup.
 - Equipment maintenance, inventory control, procurement.
 - Court messenger service.
 4. **Responsible for safety and supervision of the park system users and property:**
 - Contact with facility users regarding education of park ordinances.
 - Visual checks of the park system.
 - Special events.
 5. **Responsible to keep supervisor up-to-date:**
 - Advise supervisor of operational needs.
 - Perform other duties as required.
 - Must be able to work independently and in a team environment using critical thinking skills and also demonstrate public relation skills.

PHYSICAL REQUIREMENTS:

- Ability to sit/stand for long periods of time.
- Ability to be cardiovascularly fit for rapid stair climbing and other situational needs.
- Ability to have good grip strength to handle equipment, weapons, and suspects.
- Ability to lift or carry equipment from floor to overhead.
- Ability to knee/crouch without support.
- Ability to push/pull objects using total body movements.
- Ability to walk long distances.
- Ability to hear within normal hearing range and good comprehension skills to follow directions.
- Ability to have good visual acuity to read gauges.
- Ability to work under stress/pressure.

ENVIRONMENTAL CONDITIONS:

- Required to do sustained physical work in all types of weather.
- Work around mechanical, chemical and electrical hazards.
- Work around noise.

- Work around moving objects and people.
- Vibration.
- Hazardous waste.
- Odors/toxic fumes.
- Lung/skin irritants.
- Wet/damp surfaces.
- Infectious diseases, needles, body fluids, blood borne pathogens.
- Uneven surfaces.
- Rotating shifts – days/evenings/nights.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Must have an interest in attending or be attending a post-secondary law enforcement/criminal justice program.
- Goal of a 4-year degree (if not already possessed) and of becoming a full-time police officer.
- Must possess a valid driver's license or eligible to be licensed in the State of Minnesota.
- Knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook, Internet, etc.)

DESIRABLE QUALIFICATIONS:

- Bilingual or ASL.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a drug test, medical exam, and background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4472