

CITY OF SOUTH GATE  
invites applications for the position of:

## Community Service Officer - Hourly

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SALARY: \$22.33 Hourly  
OPENING DATE: 04/21/22  
CLOSING DATE: 05/22/22 11:59 PM

### ABOUT THE POSITION:

This recruitment process will close on Sunday, May 22, 2022 at 11:59 p.m.  
You are encouraged to apply immediately.

THIS IS A PART-TIME POSITION, AND MAY BE REQUIRED TO WORK A VARIETY OF  
HOURS INCLUDING WEEKENDS AND HOLIDAYS.

(May work up to 18 hours per week - to a maximum of 990 hours per fiscal year)  
The Community Service Officer is a non-sworn position under the general supervision of a Police Sergeant, Field Supervisor or higher ranking position. While distinctively uniformed as a non-sworn, non-peace officer, the Community Service Officer performs duties related to law

## MINIMUM & DESIRABLE QUALIFICATIONS:

### Minimum Qualifications

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary. A typical way to obtain the knowledge and abilities would be:

### Education, Training, and Experience

Graduation from high school or equivalent.

### Licenses/Certifications/Special Requirements

Possession of a California Class C driver's license showing proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

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### Knowledge, Skills, and Abilities

Knowledge of: basic office practices and procedures; basic computer software applications; effective customer service techniques.

Ability to: read, interpret and follow departmental policies, rules and regulations; follow oral and written directions; operate telephone, teletype, police radio equipment, computers and other office equipment; make accurate observations, and record situations, facts, and statements accurately; exercise sound judgment; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; be sensitive to the needs and concerns of ethnic and cultural groups in the City; evaluate sensitive situations quickly, and initiate appropriate action to diffuse situations and resolve problems.

Skill and Ability to: type 25 words per minute net.

### Desirable Qualifications

English/Spanish bilingual skills highly desirable.

## OTHER IMPORTANT INFORMATION:

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

### Physical Demands and Work Environment

The physical demands and work environment described here 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 functions. While performing the duties of this job, the employee is frequently required



