

VACANCY ANNOUNCEMENT

TOWN OF LADY LAKE, FLORIDA

JOB TITLE

Community Service Officer

JOB DESCRIPTION

General duty non-sworn patrol work in the community. Works under the close supervision of the shift Police Sergeant.

SALARY

This position pays an hourly rate of \$16.54 - \$26.46. It is a non-exempt position.

BENEFITS

The Town provides 100% paid employee health insurance, dental insurance, long-term disability, life, and accidental death insurance. The Town also provides 50% paid dependent health insurance, a 401a retirement plan that is fully vested after three years, paid time off, and paid holidays. Employees have the option of purchasing additional life insurance, short-term disability insurance, accident insurance, critical illness insurance, and vision insurance at reduced rates.

CLOSING DATE

This position will remain open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of routine and administrative tasks in support of law enforcement activities.
2. Works under the close supervision of the shift Police Sergeant.
3. Operates a motor vehicle to assist in carrying out the business of the department and the Town.
4. Receives visitors to the Police Department and directs persons to the appropriate office.
5. Answers and directs phone calls, takes walk-in reports on non-criminal complaints, relays messages to field police personnel via radio and other similar tasks.

6. Fingerprints citizens and employees of the Town and accurately records them for non-criminal purposes.
7. Handles and/or assists certified patrol officers in performing traffic control, such as at accident scenes, special events and other similar situations.
8. Handles and /or assists officers in requesting and ensuring vehicle tows are completed at accident scenes and other situations, such as arrests, where a vehicle is involved.
9. Ability to enforce parking violations.
10. Writes reports on suspicious incidents and lost property and other non-criminal activity.
11. Transports department vehicles from locations within the city to and from the Police Department.
12. Testifies in court when necessary.
13. Maintains confidential department information.
14. Establishes and displays effective working relationships with employees, officials, and all members of the general public.
15. Completes miscellaneous tasks to assist administration and operations in the performance of departmental duties.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
2. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
3. Ability to learn the geography of the Town and its physical and social characteristics.
4. Ability to understand and carry out oral and written instructions.
5. Ability to read, write and speak effectively.
6. Ability to communicate effectively.
7. Ability to demonstrate interpersonal skills and integrity.

8. Ability to gain knowledge of the laws of Florida.

EDUCATION AND EXPERIENCE

1. High School Diploma or General Education Degree (GED) equivalency.
2. Must meet all entrance requirements as established by the Department.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

1. Possession of a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

1. Ability to operate a small computer.
2. Ability to lift at least 15 pounds and carry over 45 pounds.
3. Ability to communicate with individuals in person and telephonically.
4. Depth perception.
5. Ability to distinguish colors.
6. Ability to pull, push, walk, stand for extended periods of time, crawl, kneel, bend, stoop, jump, and run.

ENVIRONMENTAL CONDITIONS

1. Works inside.
2. Works outside in various weather conditions.
3. Slippery surfaces.
4. Uneven surfaces.
5. In or with moving objects or vehicles.
6. Heights.
7. Poor lighting
8. In hazardous and stressful conditions.

NOTES

All positions are regular full-time unless stated otherwise. Employment applications for vacant positions may be submitted to Town Hall or by [email](#). Each application must include the position title, and each position requires a separate application. All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.