

CITY OF ARCADIA

COMMUNITY SERVICES SPECIALIST

DEFINITION

Under general supervision, the Community Services Specialist performs a variety of duties within the assignments of Court Liaison Specialist, Training Coordinator, and Community Affairs Specialist. Appointment to these assignments is based on current vacancies and reassignment or movement within these assignments is at the discretion of the Chief of Police.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform clerical duties in other sections and bureaus within the Department as assigned.

Respond to questions and concerns from the public, staff, and outside agencies.

Assume responsibility for coordinating and executing the work of a specified assignment or combination of assignments, depending on the needs of the Department and as determined by the Chief of Police.

When assigned as Court Liaison Specialist:

Responsible for processing and preparing misdemeanor cases for review by the District Attorney's Office.

Responsible for processing and preparing all cases related to violations of the Arcadia Municipal Code for review by the City Attorney's Office.

Convey official documents, packages, and message delivery to the District Attorney's Office.

Ensure compliance with discovery requests to include compiling copies of reports, Police Officer notes, evidence, body worn camera footage, surveillance video footage, and other information requested by the court

Provide subpoena service to Police Officers, witnesses, and victims.

When assigned as Training Coordinator:

Responsible for coordinating and implementing all aspects of the Police Department training program for all sworn and non-sworn staff.

Manage registration, travel arrangements, and billing for training costs; receive and process all reimbursement requests related to trainings.

Maintain training records in a Police Department training management system.

Ensure staff complies with Peace Officer Standards and Training requirements, specialized training, and/or mandated training.

When assigned as Community Affairs Specialist:

Responsible for the creation, development, implementation, and preservation of the Police Department's Community Outreach program.

Performs a variety of public outreach and community relations activities to include, but not limited to, National Night Out, summer concert/movie events, and holiday events.

Facilitate, coordinate, and participate in Neighborhood and Business Watch programs, meetings, and activities.

Distribution of neighborhood watch and crime victim information.

Responsible for disseminating information to the public regarding crime prevention, including pamphlets, social media posts, and other means of communication.

Develop and maintain contacts with various community groups, business leaders, organizations, and the general public to foster and promote positive police relations.

Assist with community engagement through a variety of social media platforms by coordinating with the Department's social media team.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic law enforcement functions and organization.

Principles and practices used in dealing with the public.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Basic civil and criminal statutes.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Interact and communicate effectively with individuals from diverse backgrounds.

Communicate clearly and concisely, both orally and in writing.

Work independently; meet deadlines; organize and maintain records.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Two years of experience in a law enforcement environment or similar field.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of a valid California driver's license is required at the time of appointment and for the duration of employment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; ability to travel to different sites and locations.

Effective Date: November 6, 2007

Revised Date: July 2024