

# **JOB OPENING**

## **CITY OF FARMINGTON**

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### **JOB POSITION #85: COMMUNITY SERVICE OFFICER**

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**NUMBER OF VACANCIES:** 1

**DEPARTMENT:** Police

**WORK LOCATION:** Police Department

**HIRING RANGE:** \$14.71 – 17.74 per hour

**PAY CLASS:** G

**DAYS WORKED:** Varied

**HOURS WORKED:** Varied

**TYPE OF POSITION:** Regular, Full-Time, Shift

**APPLICATIONS WILL BE RECEIVED UNTIL:** Until Filled

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### **JOB DUTIES**

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*Resumes submitted without a City of Farmington application  
will not be considered in our job selection process.*

This position requires applicants to meet the entry-level profile as set by the subject matter experts (SMEs) for the skills being assessed, and applicants must score a minimum score of 3 for WorkKeys testing. There are three WorkKeys tests that take approximately 55 minutes each that must be completed. Testing can be done between the hours of 8:00 a.m. and 5:00 p.m. (M-F) at Department of Workforce Solutions, 600 West Arrington, Farmington, NM (505) 327-6126. The Department of Workforce Solutions requires applicants to register @ [www.jobs.state.nm.us](http://www.jobs.state.nm.us) and get a profile number and set up a testing time in order to take the WorkKeys test. If you fail the test, you will need to wait 24 hours before taking the test again. Workforce staff can assist you with KeyTrain training if you need assistance with a particular skill area. If you do not pass all three tests within two attempts, you will be required to wait six months before attempting the tests again.

#### **ESSENTIAL DUTIES:**

Performs shift work in a rotation of days, evenings, and nights, including weekends and holidays.

Performs a variety of routine technical, administrative work in support of law enforcement activities.

Works under the close supervision of the shift Police Sergeant.

Works an assigned shift of days or swing. Performs either front desk duties or patrol duties on their assigned shift.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Front desk duties include receiving visitors to the Police Department, directing persons to the appropriate office, answering and directing phone calls, taking walk-in reports on theft, criminal activities, relaying messages to field police personnel via radio and other similar tasks.

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Assists citizens and employees of the City by fingerprinting citizens and employees of the City and accurately recording same for non-criminal purposes.

Assists certified patrol officers in performing traffic control, such as, accident scene traffic control, special events control, and other similar situations.

Assists officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved.

Cross-trains to work as booking officer in the jail, as necessary.

Enforces parking violations by writing citations for offenses such as handicap violations, fire lane violations, overtime parking, improper use of marked spaces, double and alley parking, obstructing traffic, and other similar citations as per regulations. Follows up and requests towing of vehicles if violations have not been corrected.

Investigates private property non-injury accidents; takes witness and victim statements; writes reports.

Writes reports on certain offenses such as gas frauds, lost or stolen property, found or recovered bicycles, or any other non-arrest type misdemeanor reports. May take felony reports such as embezzlements, larceny, auto burglary, forgery, criminal damage to property and other similar reports.

Under the direction of a certified police officer, assists in the investigation of felony and misdemeanor offenses, including the writing of offense reports for documentation of felonies and misdemeanors, as well as assisting with follow-up investigations.

Serves subpoenas, but limited to prosecution witnesses in criminal cases.

Performs the duties of a field evidence technician when needed; secures scenes to facilitate collecting evidence; assists in crime scene photography, recovery of latent prints, and identification and recovery of trace evidence.

Transports department vehicles from locations within the city to and from the Police Department.

Testifies in court when necessary.

Must maintain confidential departmental information.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

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Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

Performs crossing guard duties as needed.

May perform departmental tours as needed.

Runs miscellaneous errands to assist administration and operations in performance of duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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## QUALIFICATIONS

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This position is subject to the City of Farmington's Drug and Alcohol Testing Policy which includes, pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Must have a high school diploma or GED equivalent.

Requires a valid New Mexico driver's license, with acceptable driving record for past three years, or ability to obtain one upon hire.

Must be at least 18 years of age.

Knowledge of the geography of the City of Farmington required.

Must be of good moral character and of temperate and industrious habits.

Ability to be trained in modern police methods, practices and procedures. Ability to satisfactorily complete departmental training requirements dealing with pepper spray, finger printing, and plastic casting.

All applicants must provide enough information for a thorough background check.

REQUIRED EXAMINATIONS:

Written exam, oral board interview, psychological examinations (written and oral), polygraph examination, medical examination, and background investigation.

TOOLS AND EQUIPMENT USED:

Personal computer and applicable software programs, motor vehicle, telephone, mobile radio, fax and copy machine, and calculator.

PHYSICAL DEMANDS:

The physical demands 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.

The employee is required to perform shift work in a rotation of days, evenings and nights including weekends and holidays.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions, in hazardous traffic conditions on busy streets in moving traffic. Operates a city vehicle in all types of weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.