

POSITION TITLE: PUBLIC SAFETY ASSISTANT

DEPARTMENT: SAFETY

DIVISION: POLICE

STATUS: NONEXEMPT

CITY OF OXFORD POSITION DESCRIPTION

REPORTING RELATIONSHIPS

Police Sergeant

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

DIRECT: 0 INDIRECT: 0

POSITION FUNCTION

Enforces parking, animal control and various other City safety and police-related ordinances.

JOB RESPONSIBILITIES

Checks parking meters for expired violations.

Enforces parking legislation such as restricted zones, parking limitations, etc.

Collects money from fine boxes and meters.

Repairs and services parking meters as required.

Responds to routine public inquiries and takes citizen complaints.

Enforces city codes by issuing verbal and written warnings or citations when necessary.

Removes wildlife from private homes and businesses and relocates them to an appropriate area or facility.

Restrains wild or dangerous animals as safely as possible for officer, animal and citizen.

Patrols the city and responds to calls to locate, pick up and dispose of stray, injured or dead animals.

Conducts education sessions for pet owners and the community at large on basic care required by pets and other animal control issues.

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Employee is frequently required to walk, sit, stand, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, lift and/or move up to 100 pounds, speak, see and hear.

REQUIRED SKILL SETS

OCCUPATIONAL/TECHNICAL SKILL SET

Knowledge of techniques utilized in the humane capture and handling of domestic and wild animals.

Knowledge of basic domestic and wild animal behavior.

Knowledge of symptoms of illness or disease in animals.

Knowledge of the geography of the city.

Knowledge of the safe use of fire arms.

Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.

Knowledge of all computer applications and hardware related to performance of the essential functions of the job.

COGNITIVE SKILL SET

Ability to deal with a variety of concrete variables in standardized situations

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

Ability to give close attention to accuracy and detail.

COMMUNICATIONS SKILL SET

Ability to communicate clearly and effectively, both orally and in writing.

Ability to prepare clear and concise reports, correspondence and other written materials.

Ability to speak effectively before groups and to respond to questions.

INTERPERSONAL SKILL SET

Ability to establish and maintain effective working relationships with various individuals or groups.

Ability to deal courteously and diplomatically with the general public.

Ability to use tact and discretion.

DESCRIPTION OF WORKING CONDITIONS

Employee is frequently exposed to fumes, outdoor weather conditions, and toxic or caustic chemicals, and vocationally exposed to angry or emotionally upset individuals, and/or dangerous or vicious animals.

EXPERIENCE, EDUCATION AND LICENSING REQUIREMENTS

High school diploma or equivalent; possession of a valid state driver's license; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

Last Revised: 04/18/00

Contents Approved by:

City Manager

Date