



## EMPLOYMENT OPPORTUNITY

# COMMUNITY SERVICES OFFICER

### SALARY AND BENEFITS

\$18.51 - \$24.38 per hour plus benefits

### FILING DEADLINE

5:00 p.m. October 25, 2019

### DUTIES AND RESPONSIBILITIES

*The Community Services Officer is responsible for coordinating and disseminating information to citizens on such community programs as juvenile crime prevention, public safety awareness and neighborhood watch programs. The major duties of the job include:*

- Manage and teach juvenile crime prevention programs, public safety awareness and neighborhood watch programs designed to provide information to citizens, seniors, juveniles and merchants.
- Respond to calls for assistance; gather information and complete standard reports of after the fact crimes.
- Perform business, personal and residential security inspections and make recommendations as necessary.
- Conduct crime prevention programs to students and community groups.
- Coordinate county efforts with schools and serve as the department's representative to the Lassen County Student Attendance Review Board.
- Serve as the Sheriff's Department liaison with the Lassen County Teen Court program.
- Coordinate Sheriff's Department with other departments, agencies, schools and individuals in crime deterrent programs and relevant criminal cases.

### MINIMUM QUALIFICATIONS

***Education:*** Valid high school diploma or GED equivalent.

***Experience:*** One-year experience in Lassen County working with the Sheriff's Department, juveniles, probation or a social services agency as well as some experience in a training or customer service function is desirable.

***License:*** Valid Class C driver's license and completion of the California Peace Officer's Standards and Training 832 PC course within six months of hire.

***Special Requirements:*** Must be at least 18 years of age and have no felony convictions or disqualifying criminal history.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain an official Lassen County Application, visit Personnel at our website at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened October 11, 2019

### ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.