



## COMMUNITY SERVICE LIAISON

**Classification #: 137**  
**FLSA: Non-Exempt**  
**EEOC: 04**

### GENERAL STATEMENT OF DUTIES:

Provides assistance to sworn personnel. Participates in investigating minor criminal, civil, and ordinance violations. Obtains and preserves evidence, completes reports and prepares cases, testifies in court as necessary. Engages in significant contact with the public to supply or gather information. Works closely with the community in problem solving, assists in community presentations. This is a non-sworn position with the Marion County Sheriffs Office.

### SUPERVISION RECEIVED:

Works under supervision of full-time personnel of higher grade or Supervisory level personnel whom assigns and reviews work details for conformance to laws, policies, rules, and regulations.

### SUPERVISION EXERCISED:

Supervision of employees is not a normal responsibility of positions in this class.

### EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Provides information to the public and other agencies such as explaining law enforcement procedures and activities, referring inquiries to the appropriate agency, division, or individual, etc. Informs the public and answers inquiries regarding laws and ordinances.
2. Receives, completes, and enters non-emergency crime/violation reports from victims. Investigates and cites minor code or ordinance violations. Completes appropriate reporting documents.
3. Assists sworn officers with investigations; gathers evidence and takes statements of victims, witnesses, and offenders.
4. Assists with administrative support functions; researches and retrieves manual and computerized data.
5. Maintains records and prepares reports necessary for efficient investigations, crime prevention, and prosecution and office procedures.
6. Assists with traffic control at traffic crashes. Facilitates the exchange of information at non-injury crashes. Responds to traffic hazards and disabled vehicles.
7. Assists the Crime Prevention Unit in the preparation and presentation of programs, information, and resources to the community through public presentations, both written and verbal.

8. Serves subpoenas and other civil processes.
9. Acts as desk officer in receiving complaints, dispatching mobile units and in answering general inquiries of the public.
10. Performs other related duties as assigned.

**RECRUITING REQUIREMENTS****KNOWLEDGE, SKILLS AND ABILITY:**

Basic knowledge of principles and practices of community oriented enforcement; knowledge of investigative techniques; knowledge of data collection and documentation.

Ability to deal firmly but courteously with the public in a variety of situations and environments; ability to communicate effectively in both oral and written form; ability to collect data, analyze facts, and draw conclusions; ability to keep accurate records and prepare reports; ability to maintain effective working relationships with other staff and the public; ability to understand and carry out oral and written instructions; ability to occasionally perform strenuous physical activity.

**EXPERIENCE AND TRAINING:**

1. Graduation from high school or equivalent; AND
2. One (1) year of college coursework in law enforcement, criminal justice or similar field is desirable. One year of related experience may be substituted for education requirement.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possess a valid Class C Oregon driver's license, or if in possession of an out-of-state license, must obtain an Oregon license within 30 days of hire. Must possess and maintain an acceptable driving record.
- Age: Must be at least 21 years of age
- Possess knowledge of and experience using a computer keyboard and PC equipment.
- Must pass a keyboarding skills test and the ability to type by touch.
- Possess the ability to work rotating shifts, split shifts or other alternative work schedules.
- Successful completion of the DPSST POST test within one year of hire.
- As a condition of employment, must first complete the Oregon Physical Abilities Test (ORPAT) within the time frame established by the Marion County Sheriff's Office. Must qualify for ORPAT annually as a condition of the essential functions of the job classification.

- Final candidates will be subject to a personal background investigation including, but not limited to, employment, criminal and driving histories.
- Final candidates selected for this position will be required to participate in a panel interview, a psychological test, medical examination, and drug/alcohol screening, by a county appointed medical doctor.

ADOPTED: 3/10