



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

Fax: 208-577-3559

www.adacounty.id.gov/sheriff

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

COMMUNITY SERVICE OFFICER

HIRING WAGE: \$22.00/hour

STATUS: Full Time with Benefits

CLOSING DATE: OCTOBER 6, 2022

APPLICATION MATERIALS: Apply online at www.adacounty.id.gov/sheriff/careers

GENERAL SUMMARY

These deputies are assigned to the City of Eagle to make safer places for people to live, work and play by augmenting patrol resources, keeping them available for priority calls for service. Community Service Officers interact with various entities to include but is not limited to city officials, prosecutor's office, law enforcement, fire, public works, tow companies as well as the public.

ESSENTIAL FUNCTIONS

- Augment patrol resources when needed;
- Writes clear and concise investigative reports critical to legal and court proceedings;
- Prepares case files and provides complete documentation to support legal action;
- Respond to cold calls for service such as thefts, vandalisms, burglaries, frauds, etc.;
- Collects evidence and processes basic crime scenes for patrol and detectives as requested;
- Participates in legal proceedings by gathering evidence, interviewing witnesses/suspects, documenting cases for submission into legal proceedings then interfacing with prosecuting attorney, attends court hearings and testifies in jury or court trials;
- Must be able to assume 24/7 on-call coverage responsibilities and work special events that may include nights, weekends, and holidays;
- Assists detectives as needed;
- Investigates lost/found property such as bicycles, wallets, etc. and attempts to make contact with the owners;
- Must be able to undergo use of force training along with certify on reactive impact weapons, oleoresin capicum (OC) spray and/or conducted energy devices;
- Receives and responds to calls and inquiries regarding abandoned or impounded vehicles, tags the vehicles and arranges for towing;
- Processes the abandoned vehicle paperwork pursuant to Idaho Code and Idaho Transportation Department (ITD) procedures;
- Conducts Vehicle Identification Number (VIN) inspections and determines vehicle ownership; AND
- Delivers administrative paperwork.

ADDITIONAL FUNCTIONS

- Receives and disseminates requests for extra patrol or traffic concerns from citizens;
- Schedules requests, deploys and recovers the radar trailer or other patrol equipment;
- Problem solving greater community issues and quality of life concerns;
- Attends periodic briefings with patrol teams or city council meetings;
- Assists with the collection of data for grant reporting purposes;
- Assists with the collection of data to identify areas that require emphasis effort;
- Performs related duties and supports Police Services Bureau as required including but not limited to; traffic control, crime scene management and evidence collection; AND
- Performs other duties as assigned

JOB REQUIREMENTS

- Knowledge of investigative techniques;
- Knowledge of due process requirements;
- Knowledge of location of VIN on all types of vehicles;
- Knowledge of use of all types of office equipment;
- Knowledge of Idaho Criminal Law;
- Skill in verbal and written communications to include conflict resolution in tense situations;
- Skill in the operation of a personal computer and various computer software programs;
- Ability to accurately record, document and prepare case files for use in legal action;
- Ability to learn and retain information concerning the law and adapt to changes;
- Ability to gather and protect evidence during an investigation;
- Ability to research owner and title information using a variety of sources;
- Ability to operate a motor vehicle while pulling a trailer;
- Ability to work effectively in situations that may be highly emotional in nature.

OTHER REQUIREMENTS

- Must undergo a polygraph examination, background check, and pass an oral examination;
- Must be deputized and wear the uniform of a non-commissioned deputy sheriff;
- Must possess and maintain a valid Idaho driver's license;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Approximately 80% of the time the incumbent will work in the field and will be subject to outside weather conditions; the remainder of the work will be performed in an office setting.
- At times, the work requires the incumbent to negotiate fences and/or various types of terrain (hilly, steep, rocky, rough, wet and/or slippery surfaces);
- The incumbent must operate a county vehicle and be willing to travel throughout the county.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

Ada County Sheriff Human Resources | 7180 Barrister Drive, Boise, ID 83704

Email: acsojobs@adacounty.id.gov Fax: 208-577-3559

adacounty.id.gov/sheriff