

Employment Opportunity

CITY OF EXETER



Photo Credit:
Mark Hull

Community Services Officer

Full-Time

(Typical Schedule Monday-Friday 8:00 a.m. to 4:30 p.m.)

Salary Range: \$48,492 to \$58,944 (plus excellent benefits)

Under general supervision, the Community Services Officer performs a variety of non-sworn/civilian duties in support of police operations and activities; performs skilled work in the investigation, inspection, implementation, and enforcement of City codes; functions as an investigator; performs a variety of duties involved in enforcement and communication of State and local laws, codes, ordinances, and regulations pertaining to the care, keeping, treatment, and control of animals; responds to calls and patrols the City for animal control related problems; prepares accurate records and reports pertaining to such activities; and performs related duties as required.

Ideal Candidate

The Community Services Officer will be the primary position performing the duties related to the City's Code Enforcement program and will also perform a variety of non-sworn duties in support of police operations. An ideal candidate is a highly organized, motivated individual with a commitment to accuracy, details, fairness, objectivity and customer service; has excellent record-keeping, report writing and research capabilities; be able to successfully interact with members of the public in stressful circumstances, possess sound judgment and has a strong understanding of government operations, procedures and code interpretation. This individual should be able to obtain a certificate of completion of PC 832 Course Basic Laws of Arrest and obtain a CA Association of Code Enforcement Officers Basic Certification within 12 months.

First Review of Applications

Monday, November 25, 2024, at 9:00 a.m.

APPLY NOW:

<https://cityofexeter.com/category/administration/human-resources/employment-opportunities/>

Minimum Qualifications Required

A combination of training and experience which would provide the required knowledge, skills, and

abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to **two years of experience and education related to code enforcement, law enforcement, building inspection, land use, or similar field**, Successful background check, valid California Driver's License and ability to complete PC 832 Course and obtain a CA Association of Code Enforcement Basic Certification within 12 months of appointment required for this position.