



City of Gulfport, Mississippi  
Job Description

## Community Service Officer I (CSO1)

Department: 213 - Police

EEO Class: Protective Service Workers

Date Revised: 11/4/2021

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The Community Service Officer I is a law enforcement preparatory position for becoming a Police Officer with the Police Department. Duties include handling calls for service not requiring the presence of a sworn officer.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Engages in traffic control and minor accident reports; issues parking violations (i.e. handicapped, fire zone, no parking, school guard crossings, etc.); tows abandoned vehicles
- Assists motorists (i.e. jumper cable calls, etc.)
- Assists with crowd control at major crime scenes, completing malicious mischief reports and petit theft/larceny reports
- Responds to non-emergency calls for service such as minor burglary reports, and in-person follow-up reports.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be able to effectively communicate verbally and in writing
- Must be able to participate in advanced law enforcement training.
- Must be able to effectively interact with the public, other personnel, and city officials while in stressful often hazardous situations.

- Must be able to participate in a continuing physical fitness program and pass physical fitness examinations.
- Must be able to learn the geography of the City; police methods, practices, and procedures; and statutes and ordinances related to the area of assignment.

### **Education and Experience**

High School graduate or equivalent and register to vote.

### **Required Licenses or Certificates**

Must possess valid driver's license.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors. Subject to shift work, holidays, weekends, and call out. Must live in the lower six coastal counties.