



270 North Clark Street – Powell, Wyoming 82435
(307) 754-5106 – FAX (307) 754-5385

Community Services Officer

The City of Powell, WY is seeking a Community Services Officer. Requires a combination of education, a High School Diploma, GED or equivalent, 2 years of general work experience preferably in a related field. Responsible for enforcement of municipal code, non-critical public safety and clerical tasks. Fulltime position starting at \$18.83/hr. and full benefits package. The City of Powell is an Equal Opportunity Employer and Drug Free Agency.

Filing deadline: **June 21, 2022 5 p.m.**

For online application, job description and **required assessment**: <https://www.powellpolice.com/careers>

Mail/drop off applications to: City of Powell
Attn: Human Resources
270 North Clark
Powell, WY 82435
Ph: 307-754-5106

Along with submission of our application you are required to complete a pre-employment evaluation. You will need approximately (35) minutes of uninterrupted time to complete the tests. Please do not use your mobile phone or tablet. Please click on the link below or enter the URL in your Web browser to complete this step.

<https://www.ondemandassessment.com/link/index/JB-GBJ4GFGGE?u=165203>

PUBLISH Powell Tribune:
Tuesday June 7th
Tuesday June 14th

PUBLISH Cody Enterprise:
Thursday, June 9th
Thursday, June 16th

City of Powell

Job Description



Title:	Community Services Officer	Code:	740
Division:	Operations	Effective Date:	12/08
Department:	Police	Last Revised:	05/21

GENERAL PURPOSE

Performs a variety of routine non-critical public safety and clerical tasks. Enforces municipal ordinances, including but not limited to parking, animal and zoning; keeping official records; responds to citizen requests for service; community policing activities; traffic control, provides nonemergency response to animal control requests and performs other police service functions within City of Powell; following standard operating policies and procedures for work performed.

SUPERVISION RECEIVED

Works under general supervision from the Sergeant, Lieutenant or Police Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Patrols city to ensure enforcement of animal control regulations, including capturing, removing, and disposing of animals according to city ordinance and state statute; observes for at large dogs and cats and apprehends the same; transports dogs and cats to animal shelter for impoundment until ownership can be determined; may return dog(s) and cats to known owner(s); may utilize specialized equipment such as "catch-all poles", picks up strays and delivers to the animal shelter; removes dead or injured animals from city streets; investigates animal abuse or cruelty complaints; issues citations for violation of various ordinances.

Establishes cooperative relationships with Wyoming Game and Fish, Park County Humane Society, Wyoming Livestock Board and other local animal advocate organizations.

Investigates citizen complaints concerning ordinance violations through field investigations; responds to citizen complaints; answers questions and inquiries in person and via phone and radio.

Attends various activities, incidents and accidents to assist with public safety and traffic control; may perform private-property traffic crash investigations.

Participates in public education efforts; delivers presentations at schools and local organizations related to safety and accident prevention; acts as a Child-restraint technician; educates parents and children related to proper use of safety restraints and car seats.

Performs finger printing services for the general public; performs VIN inspections to verify ownership of vehicles.

Performs special community service upon request; performs security and drive-by vacation house checks; provides funeral service escort.

Monitor parking practices within the community to ensure compliance with various parking ordinances; issues warnings and citations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED
- AND

- B. Two (2) years of general work experience preferably in a field related to above duties;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of local animal control ordinances, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations; legal liabilities associated with animal control and code enforcement; local geography; the operation of motorized vehicles; basic animal care; basic procedures and cautions used in dealing with disturbed animals; city and state codes and ordinances related to animal control and nuisances; legal system and securing sanctions for violations; of interpersonal communication skills.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment; skill in the use and application of tranquilizers and lethal drugs; the art of diplomacy and cooperative problem solving; skill in operation of a personal computer including software programs such as Microsoft Office, Excel, Outlook and Record Information Management System law enforcement software.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; understand common radio code; quickly learn the laws, ordinances and regulations governing animal control; work in an environment where exposure to all weather conditions would be expected in the performance of the job; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be 21 years of age. Must possess a valid Wyoming Driver's License. Preference may be given for certification through the National Animal Control Association, Wyoming Animal Control Officers Association and Wyoming Humane Society in the use and application of various animal control equipment.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, running, and standing, stooping, sitting, pulling and reaching. Constant sitting in patrol vehicle. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment. Common eye, hand, finger dexterity required to perform essential functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

CITY OF POWELL
ILLUSTRATIVE PAY/BENEFIT PACKAGE
(Effective: July 2022)

Assume an average hourly rate at \$18.83 per hour
(Community Service Officer- Pay Grade 10)

TOTAL SALARY: \$39,166.40

<u>BENEFITS</u>	<u>RATE</u>	<u>CITY COST (Pays)</u>	<u>EMPLOYEE COST (Pays)</u>
Social Security/ Medicare	7.65%	\$ 2,996.23	\$ 2,996.23
Worker's Compensation	1.63%	\$ 638.41	\$ -
Health Insurance			
SINGLE	\$ 700.00	\$ 8,400.00	\$ -
FAMILY	\$ 1,720.00	\$ 20,640.00	\$ -
Disability & Life Insurance (Base Pay Per / 100 x \$0.49) + 9 for Life Insurance		\$ 197.00	\$ -
Wyoming Retirement System Pension			
City	17.20%	\$ 6,736.62	
Employee	1.42%		\$ 556.16
Total	18.62%		
TOTAL Insurance & Retirement: (Single)		\$ 15,333.62	
TOTAL Insurance & Retirement: (Family)		\$ 27,573.62	
TOTAL Salary Plus Ins. & Ret.: (Single)		\$54,500.02	
TOTAL Salary plus Ins. & Ret.: (Family)		\$66,740.02	
Holiday Pay *Eligible for 11 holidays	88 Hours	\$ 1,657.04	
Vacation Leave	96 Hours	\$ 1,807.68	
Sick Leave	96 Hours	\$ 1,807.68	
Longevity (After 5 Years)	\$50.00/Mo.	\$ -	
TOTAL Paid Time Off Available per Year		\$ 5,272.40	