



**Range: SG-1**  
**Non-Exempt**  
**Date: July 30, 2012**

## **COMMUNITY SERVICES AIDE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To actively support and assist the City of Sedona to maintain traffic control in the Uptown area and other areas of the city as assigned. Performs a variety of duties including directing vehicle and pedestrian traffic, enforcing the City of Sedona parking ordinances and parking related state statutes; coordinates assigned activities with other city departments and outside agencies and performs related work as required. Will hold no arrest powers except those granted members of the general public under the Arizona Revised Statutes.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Police Sergeant or from other supervisory or management staff.

Does not exercise supervisory responsibilities.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Performs traffic and pedestrian control in Uptown area, at special events, and other areas of the city.
2. Patrols assigned area on foot and/or in a vehicle to enforce parking and related traffic ordinances.
3. Investigates reports and complaints regarding parking violations.
4. Issues warning and citations for failure to comply with pertinent parking ordinances.
5. Prepares and maintains records and reports on violations and actions including a daily log of activities.

6. Appears, testifies and presents evidence in court as required by summons and/or subpoena.
7. Promotes community relations by routinely communicating with merchants, citizens and tourists.
8. Assists, as needed, with other City of Sedona Departments at the direction of Shift Supervisor.
9. Adheres to safe work practices and procedures.

### **MARGINAL FUNCTIONS:**

1. Responds to, investigates, and documents non-emergency calls for service including, but not limited to: lost/found property, minor thefts, and animal control incidents.
2. Assist the general public, provide directions and respond to questions and inquiries, relay on-site requests for assistance.
3. Reports hazardous vehicles, expired registrations, suspicious incidents and individuals, traffic accidents, and other occurrences to the police department staff.
4. Contributes to effective city operations by performing other duties as assigned.

### **QUALIFICATIONS**

- Ability to learn and retain applicable state and city laws, ordinances, codes and regulations.
- Knowledge of Uptown business district including streets and parking facilities.
- Ability to patrol city streets and issue citations in a manner that promotes positive interaction with merchants, citizens and visitors.
- Establish and maintain cooperative work relationships with those contacted in the course of work including City staff and the general public.
- Ability to operate motor vehicles in a safe manner.
- Ability to respond to requests and inquiries from the general public.
- Ability to work effectively in the absence of supervision.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Knowledge of equipment and tools used in parking enforcement.
- Knowledge of public relations principles and techniques.
- Knowledge of occupational hazards and standard safety practices.

### **PHYSICAL REQUIREMENTS:**

- Ability to perform moderate physical work and to lift and carry up 25 pounds regularly and occasionally 50 pounds.
- Ability to stand, climb, kneel, twist, ride, pinch, pick, reach, graph, walk, sit, bend, crawl, push, pull, and perform a variety of similar body movements.
- Possess hand/eye/foot coordination adequate to use personal protective devices, office equipment and computer, and operate an automobile and bicycle.

- Ability to see and read instructions, codes, regulations, ownership documents and characters on a computer screen and to observe parking violations.
- Ability to work in a variety of weather conditions.
- Ability to stand, walk, bend or squat for long periods of time.
- Develop, implement, and administer goals, objectives and procedures.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Any combination of education and experience equivalent to a high school diploma or general education degree (GED), experience in a customer service related field desirable.

#### **Training:**

**Additional specialized training may be provided.**

### **LICENSE OR CERTIFICATE**

Possession of an appropriate valid Arizona Class "D" driver's license.

### **BACKGROUND CHECK**

Ability to pass a police background check.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Possible exposure to traffic noise, blowing dust, vehicle fumes and inclement weather.