



JOB ANNOUNCEMENT

General Public

OPEN DATE: September 30, 2022

CLOSE DATE: Until Filled

JOB TITLE: Community Service Aide (CSA)

PAY RATE: \$14.00/hour

DEPARTMENT: Las Vegas Police Department

SUMMARY

The Community Service Aide (CSA) position is a non-sworn, non-certified position designed to provide professional work experience to individuals interested in pursuing a career in law enforcement. The position is responsible for public safety work in various districts, or specialized sections of the Las Vegas Police Department. An employee in this classification performs a variety of duties in support of certified law enforcement personnel including preliminary non-violent investigations, investigations of automobile accidents, minor crime scene processing of crimes against property and other routine, non-emergency, law enforcement activities. Employee performs various community service functions in order to allow certified law enforcement personnel to handle higher priority incidents and to provide a more efficient and effective response to calls for service.

DUTIES AND RESPONSIBILITIES

- Completes detailed written and computer-generated reports.
- Completes faulty equipment checks.
- Conducts patrols such as security checks.
- Provides traffic assistance and assists with funeral escorts.
- Records and processes found property.
- Investigates complaints and violations of City Ordinances.
- Assists with preliminary crime scene investigations.
- Processes minor crime scenes, collects evidence.
- Handles phone-in and walk-in complaints at the department.
- Greets the public and conducts other administrative duties as assigned
- Performs various other law enforcement duties of a non-emergency nature as designated by the Shift Supervisor.
- May be assigned to assist in processing major crime scenes
- May be given specialized assignments at the direction of the Chief of Police (e.g., investigate missing persons).
- Performs related work as required.

The above duties and responsibilities are only intended as illustrations of the various type of work that may be performed and is not an exhaustive list of all responsibilities.

MINIMUM JOB REQUIREMENTS

- High school diploma from an accredited school or its equivalent.

PREFERRED QUALIFICATIONS

- Successful completion of the State of New Mexico Police Standards Training.

SPECIAL REQUIREMENTS

- Must be at least 18 years of age.
- Must be able to successfully complete all phases of the Community Service Aide training program administered by the Las Vegas Police Department.
- Must possess and maintain a valid insurable New Mexico Class D Driver's License.
- Must maintain a valid telephone number.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.
- Position may be designated as Mission Critical by Department Director.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to read and write legibly and have skills sufficient to operate a desktop and laptop computer.
- Ability to work independently under stressful conditions and remain calm and responsive in emergency situations.
- Ability to establish and maintain an effective working relationship with fellow employees, supervisors and staff members; and interact courteously with the public.
- Ability to learn the practices, laws, ordinances, and policies governing law enforcement; city government and departmental operations; and geographic locations within the City.
- Ability to maintain confidentiality.
- Ability to follow verbal and written instructions.
- Ability to learn the City's geography.
- Ability to prepare accurate, clear and comprehensive technical reports.
- Ability to observe and report on situations analytically and objectively in an accurate, clear and comprehensive manner

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work involves routine keyboard operations, walking, standing for extensive periods of time, running, climbing stairs, operating a vehicle for extensive periods of time and extracting injured victims at emergency scenes.
- The job risks exposure to extreme hot/cold temperatures, diverse weather conditions, heights, dusts, pollens and traffic.
- The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception
- Physical ability, strength and flexibility sufficient to perform the essential job functions.
- Ability to ambulate independently; to walk, to run, climb stairs, stand; sit and operate a vehicle for prolonged periods of time.
- Ability to withstand working outside in all extreme weather conditions.
- Visual ability and the possession of depth perception sufficient to operate a department vehicle during the day and at night.
- Speaking and hearing ability sufficient to communicate effectively with other individuals in person, over the telephone and over the radio.
- While performing the duties of this job, the employee loud noise levels, and occasional exposure to toxins or fumes, explosive materials biohazards, mental stress, and risk of personal injury.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Darlene Arguello, Human Resource Director