

CITY OF OBERLIN JOB DESCRIPTION
Auxiliary Patrol Officer

Title:	Auxiliary Patrol Officer	Department:	Police Department
Supervisor:	Auxiliary Police Captain	Position(s)	
		Supervised:	N/A
Status:	Part-Time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not categorized
		Schedule:	Minimum of 8 hours per month; regularly scheduled monthly meetings

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Auxiliary Patrol Officer shall be responsible for his/her assigned duties and shall have the authority under City of Oberlin Ordinance (§141.12) to issue warnings and citations for violations of City Ordinances related to motor vehicle parking regulations, garbage and refuse regulations, bicycle operations regulations and animal prohibitions.

Auxiliary Patrol Officer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Auxiliary Patrol Officer shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires the applicant to be 18 years of age or older. Must possess high school diploma or GED. Must be able to work with minimal supervision. Must pass oral interview, background check, physical and physiological examination. Ability to read, write and speak clearly. Must be able to obtain and maintain a valid Ohio driver's license. Must have good driving skills.

Must successfully complete Lorain County Sheriff's Department Auxiliary Class within 12 months of appointment. Experience working with the public or in a position with public contact is highly desirable. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job Duties: *(Essential functions are identified by an “*”).*

General Duties*

- Issues warnings and citations for violations of City ordinances related to:
 - a) Motor vehicle parking regulations
 - b) Garbage and refuse regulations
 - c) Bicycle operations regulations
 - d) Animals running at large or barking dog prohibitions
- Traffic control
- Bicycle registration
- Vehicle lockouts
- Fingerprinting (civilian and criminal)
- Checking vacation homes
- Special events including, but not limited to:
 - a) Parades
 - b) Fourth of July
 - c) Juneteenth
- Other duties as directed by the Officer in Charge

Supervision:

- Works under the supervision of the Auxiliary Police Captain

Unusual or Special Working Conditions:

- Responds to call-outs in times of emergency.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Dependability in this position is vital.
- Applicants must be able to respond and report for work within 20 minutes if called in to work an unscheduled assignment. Applicants must be able to work in an outdoor environment and in various weather conditions.

Required Knowledge, Skills and Abilities:

- Knowledge of Oberlin city ordinances pertaining to enforcement activity
- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment


Work Environment and Equipment Utilized:

Standard traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

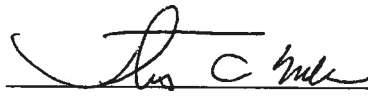
 04-07-11

Human Resources Signature/Date

 4/7/11

Appointing Authority Signature/Date

Supervisor Signature/Date

 4/13/11

Law Director Signature/Date

 4/8/11

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A