



Public Job Posting – March 13, 2025

Jordan Police Department

Position: Community Service Officer (non-sworn)

Contact: Kelly Doyle or John Bodenhamer - Ph: 952-492-2009

Email: jpdrecords@jordanmn.gov

Application Deadline: Applications will be accepted by email, U.S. Mail, and in person only. Applications must be postmarked or received by Friday, March 28, 2025 at 5:00 pm. ***Applicants are required to submit a cover letter and resume in addition to an application – failing to do so will result in the application being rejected.***

The City of Jordan is seeking applicants to fill one (1) full-time Community Service Officer (non-sworn) position immediately.

The City of Jordan and our community are strong supporters of our Police Department, we have a new police facility with fitness and exercise room amenities, and we offer a competitive benefits package including a monthly City contribution of \$900 for single coverage or \$1550.00 for family coverage towards health, dental, vision, and other a la carte insurance coverages.

Salary range (2025 contract): \$51,538.31 to \$65,287.19 annually.

Work Schedule – Generally Monday through Friday dayshift; occasional evenings and weekends.

Minimum Requirements

Applicants are required to submit a cover letter and resume in addition to the City employment application.

The full job posting and City employment application may be downloaded online by visiting jordanmn.gov and viewing the **Job Opportunities** link.

For more information, please contact the Jordan Police Department by email at jpdrecords@jordanmn.gov or by phone at 952-492-2009.

Mailing address:

Jordan Police Department
705 Syndicate St.
Jordan, MN 55352

See the full job description on the following pages below.

City of Jordan
POSITION DESCRIPTION

TITLE: Community Service Officer
DEPARTMENT: Police
REPORTS TO: Police Chief or Designee
STATUS: Full-Time, Non-Exempt
PAY GRADE: 4
APPROVED: March 10, 2025

SUMMARY

A non-sworn position working primarily in the areas of code enforcement, animal control, and lost or abandoned property. Provides backup to Police Records and supports the work of licensed Police Officers as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts code enforcement activity under the direction of the Police Chief or their designee; addressing quality of life issues such as overgrown grass and weeds, abandoned or junk vehicles, litter or open storage issues on residential and commercial properties, etc.
- Takes reports of lost and found animals, takes animal bite complaints, and works with animal control on dog bite incidents to ensure proper quarantining, microchipping, and potentially dangerous and dangerous dog declarations are completed as required
- Conducts parking enforcement activities
- Assists Police officers with traffic and crowd control as required
- Responds to calls for service not requiring a sworn Police officer
- Picks up lost and abandoned property
- Delivers and picks up a variety of documents, packages, and police vehicles
- Assists records unit with data entry and retrieval as necessary
- Serves as a back-up to the Police Records personnel, providing customer service in-person and over-the- phone to members of the public and visitors to the police department
- Performs other related duties as assigned not requiring a sworn Police Officer

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to learn, understand, and explain a wide variety of City ordinances and policies to others.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing
- Knowledge of and ability to operate standard office equipment, including personal computers, fax machines and copiers
- Ability to use Word, Adobe, and Excel, and to learn records management systems for data entry and retrieval purposes
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors
- Ability to work with the public in a friendly and tactful manner
- Ability to always maintain a high level of ethical integrity

- Ability to maintain confidentiality of Police Department information
- Ability to work with case files, images, and transcription projects containing graphic and disturbing material related to criminal activity and crime scenes
- Ability to administer basic first aid
- Ability to learn the geography of Jordan, including the location of important buildings and the street system

QUALIFICATIONS

Minimum Qualifications

High School Diploma or General Education Degree (GED) and valid unrestricted driver's license. Ability to pass a comprehensive background check covering criminal, financial, educational, employment, and personal history.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Position requires the ability to sit and stand for long periods; the ability to walk long distances and to pursue and gain control over loose animals
 - Requires the ability to drive a vehicle at normal speeds and the grip strength necessary to handle equipment and animals
 - Must balance while handling weighted equipment; kneel/crouch balanced without support; and crawl on hands and knees. Must be able to push/pull objects using total body movements
 - Ability to lift more than 50 pounds and to lift or carry equipment from floor to overhead. Must be able to drag a person of average weight and assist in holding and lifting a stretcher with a person
 - Requires normal vision, with or without correction. Requires near acuity, far acuity depth-perception, the field of vision, and focus. Ability to see to read gauges, discern people and objects in nighttime or other low-light emergency settings
 - Requires normal hearing, including the ability to discriminate among similar sounds in environments with significant background noise and the ability to receive direction and communications over portable radios at the scene of an emergency
 - Work environment includes exposure to blood-borne pathogens and communicable diseases, as well as extreme weather conditions for extended periods
 - Exposure to chemical agents and hazardous materials, odors/toxic fumes, wet/damp/slippery surfaces, and lung or skin irritants
 - May require work around noise, mechanical and electrical hazards, and moving objects
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