

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Adopting a)
Position Description for a New Position) ORDER NO. 23299
(Community Resource Officer))

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations that the attached position description be adopted for the following position:

Community Resource Officer
Position Title

M
Range

WHEREAS, the Board of Commissioners for Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendations be in effect as of September 6, 2023.

DATED this 6th day of September, 2023

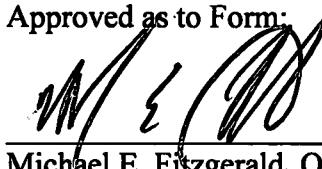
BOARD OF CURRY COUNTY COMMISSIONERS

Absent At Signing

John Herzog, Chair

Brad Alcorn, Vice Chair

Approved as to Form:


Michael E. Fitzgerald, OSB #950738
County Legal Counsel


Jay Trost, Commissioner

CW 2023-221

Curry County Clerk, Shelley Denney
Filed Date 09 14 2023

Time 3:24 PM

Deputy Marci Brose
Brose

4 PAGES

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Community Resource Officer

EXEMPT: No
SALARY LEVEL: M
SUPERVISOR: Curry County Sheriff
PREPARED BY:

August 2023

POSITION SUMMARY:

The Community Resource Officer ("CRO") is a non-sworn uniformed position who serves as a community resource to enhance the mission of the Curry County Sheriff's Office ("CCSO") by resolving problems and acting as a liaison. The CRO assists with public education, crime prevention, County ordinance and code enforcement, and coordinates services to promote a professional response to the citizens of Curry County. The CRO is responsible for issues and concerns that are ongoing or simply demand more attention or time than can be reasonably allotted during the course of a routine CCSO patrol call.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enforces County Code and Ordinances as directed by supervision or policy. Performs field investigations and inspection duties to assist in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the County Sheriff and Director of County Operations regarding Code Enforcement activities and necessary follow-up actions. Provides sworn testimony on conditions or enforcement and may appear in court representing the County.

Manages complaints and inquiries from the public and provides information regarding Community Resource Officer policies. Receives, reviews, and acknowledges code compliance complaints and referrals. Prepares and issues verbal and written warnings to responsible parties regarding code violations for parking, abandoned vehicles, prohibited camping, and other related issues.

Interprets nuisance abatement, camping regulations, illegal parking, environmental health regulations, and County Code provisions as they pertain to related enforcement activities. Meets with alleged violators in attempts to achieve compliance consistent with County policy and State law. Initiates field contacts to include camping, resource facilitation, nuisance abatement, parking, crime prevention, and public relations. Monitors progress of abatement by responsible parties.

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Community Resource Officer

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Removes abandoned vehicles from County and public property in accordance with County Code. Provides information and guidance to property owners for the removal of abandoned vehicles located on their property. Assists with traffic and crowd control during large events or incidents.

Participates in community events and activities to promote positive relationships and build trust. Acts as a resource for citizens and identify resources needed. Acts as a liaison with the community to provide information, direction and referrals to services. Collaborates with other agencies and organizations to provide a high level of coordinated resources and services. Maintains cordial public relations with residents and businesses, community organizations, and other government entities. Identifies and addresses community concerns related to crime and safety.

Operates CRO vehicle under varying conditions, on roadways, and in pedestrian movement from routine to emergency situations. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required. Adheres to County policies and procedures.

SUPERVISION RECEIVED:

This position works under the supervision of the Curry County Sheriff, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques and safe driving principles and practices. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving. Must be able to pass criminal background check.

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EDUCATION AND/OR EXPERIENCE:

High School graduation or equivalent and two years of experience in Social Work or related field; or any satisfactory equivalent combination of experience and training.

Ability to read and understand codes, ordinances, and regulations related to public property, parking, non-criminal law enforcement, and other public safety laws. Works well under pressure and remains calm in emergency situations.

Must possess a valid Oregon Driver License. If the candidate possesses a Driver License from another State, they must have the ability to obtain an Oregon Driver License within thirty (30) days of employment.

The successful candidate will receive training in court presentation, issuance of citations, and de-escalation tactics prior to beginning work in this position.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 100 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.