



## Seminole County Sheriff's Office

### COMMUNITY RELATIONS OFFICER - PART TIME

Class Spec Code: 1060

Established Date: 07/15/2021

Last Revised Date: 08/05/2022

Effective: 11/18/2022

#### Salary Range

\$19.97 - \$29.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

PT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Professional work in providing community relations programs designed to educate the public in the area of crime prevention.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Develops, coordinates, and implements various crime prevention programs in senior citizen safety, child safety, neighborhood watch, residential and commercial security.

Works closely with the school system, neighborhood associations and civic groups in the implementation of programs.

Produces various crime prevention literature to include crime alert bulletins, crime prevention materials, and program handouts. Production includes developing written copy and coordinating production/distribution.

Coordinate with Domestic Security Division regarding statistical information/reports, tables, and charts related to crime prevention programming.

Serves as liaison to various committees.

Provides technical assistance and information to employees, divisions, outside agencies, and the public.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

### **Minimum Qualifications**

- Bachelor's degree in Criminal Justice, Public Administration, Communications, or a related field
- Two (2) years responsible work experience presenting or producing various community relations programs
- Consideration may be given to equivalent combination of related training, education and experience

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and

required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of crime prevention programs.

Knowledge of crime prevention through environmental design concepts; of basic adult learning concepts and developmental learning concepts.

Ability to work independently in carrying out assignments to completion; to make decisions based on factual data; to present ideas clearly and concisely, both orally and in writing; to establish and maintain effective working relationships with subordinates, co-workers, interagency personnel, and the general public.

### **WORKING CONDITIONS**

The work environment for this position varies due to the nature of the programs.

Work may be performed in a classroom or meeting room environment and is performed in the evenings and on weekends. The position performs duties in an extending standing or walking position. The position is assigned a Sheriff's Office vehicle and drives directly to various meeting sites throughout Seminole County.

### **PHYSICAL REQUIREMENTS**                      **ATTRIBUTES**

***Mobility***-Some sedentary work, some standing, walking, driving; constant use of a computer

***Lifting***- Able to lift up to 25 lbs. unassisted

**Visual**-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

**Hearing/Talking**- Requirement to hear normal speech; hearing on telephone; talking on telephone or during presentations

**Emotional/Psychological**-Frequent public contact; decision-making and concentration

**Special Requirements**- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime