

Community Service Officer

Middletown Township Police Department

\$15.00/hour

A nonsworn, part-time, primarily uniformed position which, under supervision, performs a variety of tasks in support of Patrol and Investigations, and performs related duties as assigned. Works non-steady hours on various assigned shifts and days (including weekends and holidays) on a 24-hour/seven-day-a-week basis.

REPRESENTATIVE DUTIES

Working under the direct supervision and direction of a patrol sergeant, OIC, or lieutenant, a CSO will handle minor crime reports that will not require further investigation by a sworn police officer, process prisoners (including fingerprinting and Live Scan operation), process walk-in requests for fingerprinting services, answer incoming telephone calls to the police department, assist the working police and/or detective squad with any CSO duty-related requests for service, and perform other tasks as assigned by the Chief of Police or his designee.

Once hired, the CSO will undergo training may include, but not be limited to, the following topics:

- a. Orientation and agency organization
- b. Fingerprinting/Live Scan operations
- c. Interviewing
- d. Report Writing
- e. Radio Communications

- f. CPR/First Aide/AED
- g. Computers- Police reporting system database, inquiries, etc.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

English, grammar, spelling, and basic arithmetic; and modern office methods, practices, procedures, and equipment. Ability to speak and write effectively; establish and maintain effective working relationships with other employees and the public; work independently; reason and react effectively and maturely; comprehend and comply with verbal and written instructions; and learn to operate township telephone system, LiveScan system, radio equipment, and police computer database. Graduation from High School or G.E.D. and a minimum age of 19 years at time of hire is required. Must possess a valid Pennsylvania driver license, and a good driving record. Must live within a 25 mile radius of the township borders.

SELECTION PROCESS

- Completion of Middletown Township employment application or submission of a resume.
- Candidates passing the application/resume screening process will be invited to participate in a structured oral interview.
- Names of successful candidates will be placed on an eligibility list from which a selection will be made. Final appointment will be made by the Police Chief.

- Prior to being offered employment with the Middletown Township Police Department, the top candidate(s) must pass an extensive background investigation and a pre-employment physical including a drug screening.

APPLICATION PROCEDURE AND FILING DEADLINE

Township application forms are available online at www.middletownbucks.org or at the township municipal building (cashier's station), located at [3 Municipal Way, Langhorne, PA 19047](#). Resumes may be submitted electronically to CSORecruitment@middletownbucks.org.

All applications/resumes must be received by the **FILING DEADLINE** of [Friday MARCH 8, 2019](#) by [4:00 p.m.](#) Sorry, no postmarks will be accepted.