

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CRIME PREVENTION OFFICER**

Spec No. 4009

### **BASIC FUNCTION**

Support the Sheriff's Office crime prevention efforts.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Plan, develop, implement and evaluate community crime prevention and safety programs; provide information to the public regarding safety and crime prevention programs and/or laws and ordinances; create, publish and distribute written crime prevention information such as newsletters, brochures and/or public safety literature; represent the Sheriff's Office by attending community activities or public events to display and disseminate information as requested.
2. Develop relationships with the community to identify and solve problems; conduct meetings, educate and motivate citizens to become involved in crime prevention and various public safety programs through individual or group presentations and demonstrations.
3. Write reports as necessary and document activities, excluding first degree property crimes and crimes with suspect information. Support patrol operations through research, collection, and distribution of crime information to law enforcement agencies and the community; collect and forward information received from citizens regarding criminal information, citizen fears or suggestions.
4. Assist citizens, both on the phone and in person to resolve problems or locate information; make referrals of complaints to appropriate agency as necessary.
5. Attend training and/or meetings in the community on work related activities.
6. Prepare and maintain reports, records and surveys related to community crime prevention and safety.
7. Create and/or develop audio/visual presentations and graphic displays.
8. Review new construction plans and sites as directed to ensure crime prevention strategies are considered.

### **STATEMENT OF OTHER JOB DUTIES**

9. Transport victims and/or witnesses as directed.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

10. May be directed to do other related duties as needed.

### MINIMUM QUALIFICATIONS

An Associate's Degree in social science, criminal justice, public relations, business administration, management, marketing or a related field; AND, one (1) year of experience in, the criminal justice field, crime prevention, or community service related field; OR any equivalent combination of training and/or experience which provides the required knowledge and skills. Prior law enforcement experience is desirable. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Employees in this classification carry a limited commission.

Must be United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a psychological evaluation, a medical evaluation and pre-employment drug screening.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- judicial and criminal justice system
- basic keyboarding and computer knowledge
- basic office practices and procedures

Ability to:

- use discretion and maintain confidentiality of information
- accurate keyboarding skills of at least 20 net words per minute, using various computer applications and standard office equipment
- ability to understand and apply laws, rules and regulations
- communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background including potentially volatile individuals
- maintain accurate and orderly records and files
- work independently in stressful situations; follow oral and written instructions
- problem solving skills to determine proper course of action
- use standardized radio codes and procedures
- able to multi-task; self-motivated to initiate public contacts

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### WORKING CONDITIONS

Positions in this class may typically be required to daily deal with distraught or difficult individuals; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; lifting, moving or carrying objects up to thirty five (35) pounds; operating a motor vehicle on public roads.

Shift, holiday and weekend work may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: April 1984 as Community Assistance Officer

Retitled: November 1988 as Community Service Officer

Retitled: December 2001 as Crime Prevention Officer

Revised: September 1993, August 1997

EEO Category: 5 – Paraprofessionals

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 6905 Law Enforcement