

Project Safe Neighborhood Coordinator

Title: Project Safe Neighborhood Coordinator	FLSA Status: Non -Exempt	Supervisory Responsibilities: No
Reports to: Police Lieutenant	Department: Police Department	Date Created/Last Evaluated: April 2017
<p>Summary Performs responsible and technical work in coordinating the activities of the Project Safe Neighborhoods Program for the City's Police Department.</p>		
<p>Qualification Requirements <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Associates Degree, or an equivalent number of college credit hours supplemented by courses in Criminal Justice or Social Work and some work experience as a Social Worker, Paralegal, Court Clerk, Police Officer, etc.. • Equivalent combination of education and experience may be considered; • Knowledge of standard office business practices, procedures and equipment, and business English; • Valid North Carolina Driver License 		
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Thorough knowledge of standard office practices and procedures, utilization of equipment, and secretarial techniques; • Thorough knowledge of business English, spelling, and high school level mathematics; • General knowledge of the criminal justice system and services that can be provided to victims; • Ability to operate and maintain modern office equipment including personal computers and printers; • Ability to utilize modern office based software such as those designed for word processing, spreadsheets, graphics, and email systems; • Ability to follow oral and written instructions and effectively communicate with others both in writing and orally; • Ability to work independently without close supervision; • Ability to prepare and maintain complex records and reports; • Ability to maintain and establish effective working relationships with other City employees, vendors, and the general public; • Ability to listen and have strong written & oral communication skills; • Ability to build and maintain cooperative & effective public relations with the citizens. 		
<p>Supervisory Responsibilities None</p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> • Manage all notified offender data into database from all Triad LED agencies; • Work with US Attorney's Office, District Attorney, and Probation Officers on current cases involving violent Attend court for notified offenders with Felony charges; • Review violent crime arrest reports; • Analyze and compose crime stats; • Manages notified offenders' needs – jobs, housing, etc.; • Keep current on community resources and contact victims and direct them to the appropriate services available in the community; • Participate in work related meetings; • Teach criminal background workshops; • Create, plan and manage call-in each year; • Compose all information relative to the PSN program; • Perform related tasks as required. 		
<p>Physical Demands Work in this class is described as being sedentary and seldom requires much physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of walking, grasping, feeling, talking, hearing and repetitive motions. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.</p>		
<p>Work Environment The worker is not subject to adverse environmental conditions. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms and vehicles. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required. Considerable mental effort and stress is involved resulting in tension or anxiety.</p>		

Special Requirements

Multilinguist is helpful. Certifications to access criminal background databases within six months.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

** U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*
