



Town of Prescott Valley

Invites you to apply for the position of

Community Services Officer (Victim Assistance Unit)

THE POSITION

Come be a part of the Prescott Valley Police Department (PVPD) where our mission is to protect and preserve the rights of all people through impartial, courteous, and compassionate law enforcement. It is the vision of PVPD to evolve with our dynamic community, provide the highest level of service and safety to our deserving citizens, and collaborate with our community and regional partners to advance public safety.

This is a grant funded position from October 1, 2017 through September 30, 2020 which will perform as an integral part of the department's Special Victims Unit (SVU). Team and work closely with the Criminal Investigation Detectives as well as all Police personnel to carry out objectives of the Crime Victim Assistance Program.

If you enjoy working in a high-pace environment, understand a chain-of-command work structure and have a passion to serve others while preserving the rights of people **we encourage you to apply!**

In this position you will:

- Support public safety initiatives by performing tasks that can be handled by a non-certified police officer.
- Answer questions of a criminal and civil nature from citizens, exchange information with other police agencies concerning criminal activity.
- Assists investigations by making contact with victims, and providing the victim with an overall understanding of all facets of the criminal just process
- Make computer entries into the police records system and perform other record keeping duties.
- Makes mandatory reports to the Department of Child Safety and Adult Protective Services when abuse suspected
- Outreach to the public to provide information about victim services and the services provided
- Handles calls (walk-ins, over the phone, e-mail and in person) for service from victims not requiring the presence of a sworn officer; assists Police Officers, Investigators or other sworn personnel to understand Victim Rights and statutory requirements
- Help plan and deliver community outreach programs such as

block watch, citizens academy, and youth academy.

- Assist other divisions and sections as assigned; Performs other duties as assigned in support of the Crime Victim Assistance Program.

Need to have/be:

- High school diploma, or G.E.D., and two years of directly related experience in applying criminal statutes and criminal justice policies; or an equivalent combination of education.
- Energetic, self-motivated and dedicated to provide a high level of service to a diverse customer base. Highly organized with strong project and time management skills.
- A team player with outstanding interpersonal and communications skills, willing to put team needs above self.
- Proficient in using personal computers and various software systems to create materials, maintain records, track and report performance criteria.
- Valid driver's license with good driving record.
- Ability to pass an extensive pre-employment hiring process regarding character that includes a criminal background investigation, polygraph test, and drug screening.

Nice to have:

- Bi-lingual skills to speak and write in both English and Spanish.
- Experience working with or writing grants.

Compensation:

The salary range is \$18.33 to \$25.67 per hour. Starting salary is typically at entry level of the range. The Town provides a full range of benefits including no-cost to you health coverage and a generous retirement package.

Closing Date : 08/28/2019 @ 5:00pm

Apply online: pvaz.net

Prescott Valley's Community



Prescott Valley is located approximately 87 miles northwest of Phoenix in beautiful central Arizona, Prescott Valley's high desert elevation of 5,100 feet affords four seasons with mild temperatures year-round. Prescott Valley is a well-established community nestled between the Mingus and Bradshaw Mountain Ranges. The Town has a small hometown appeal. Neighboring communities boast a tri-city population of approximately 100,000 with all the culture and amenities of a larger metropolitan area. As one of the fastest growing communities in the state of Arizona, Prescott Valley is the largest community in Yavapai County with more than 45,000 residents.

The Town's downtown area is anchored by a 5,000 seat event center that hosts concerts, family shows, and is home to the NAZ Suns, a NBA G League team. A carefully created General

Plan serves to protect the quality of life that has been the reason that many have moved to Prescott Valley. The Town has an excellent K-12 school system, local access to higher education, considerable commercial shopping and restaurants, immediate access to several recreational venues and beautiful surroundings. Prescott Valley's community lifestyle is enjoyed by those who love a more relaxed pace of life, yet who also appreciate being part of an evolving and vibrant community.

Town Government

The Town of Prescott Valley was founded in 1966 and was incorporated in 1978 with 1,500 residents. The Town of Prescott Valley's mission is to inspire and sustain a dynamic, innovative, and prosperous community through the combined talents of our citizenry. The Town gov-

ernment believes that its greatest resource is its employees and volunteers due to their level of commitment and skills in serving the community with quality public services. The Town government consists of 262.3 FTE employees located in twelve departments operating under a stable and supportive Town Manager-town Council form of government. The Town government prides itself on its team-oriented work environment. The Town government organization culture is one of service and stewardship, with a focus on professionalism, positive outcomes, and respect for all. The total Town budget for FY 2019-20 is \$103.68M with a conservative cash reserve of \$20.32M. The majority of Town revenues derive from intergovernmental transfers, utility fees and charges and sales taxes/franchise fees. The total General Fund budget for FY 2019-20 is \$42.25M.

TO APPLY:

If interested in learning more about this opportunity, including position requirements, benefits and to apply online please visit our website at www.pvaz.net. The Town of Prescott Valley is an Equal Opportunity Employer.

