

Position: [Community Service Officer](#)

Location: City of Keizer, Oregon

Department: Police, Administrative Division

Bargaining Unit: Keizer Police Association

Recruitment Opened: Friday, January 31, 2025

Application Deadline: Monday, March 10, 2025

Salary: \$56,472 - \$73,653 Annually



Are you passionate about making a difference in your community? Do you have a strong sense of responsibility and a desire to serve others? The City of Keizer is looking for a community-minded **Community Service Officer** to assist with non-emergency law enforcement functions, engage with community members, and share resource information.



About the Role

As a non-sworn Community Service Officer, you'll assist sworn law enforcement personnel with non-emergency calls, complete investigations, and other related law enforcement tasks and act as a community relations outreach for City services. You will also enforce and investigate complaints and municipal & ORS violations. If you are community minded and want to make an impactful difference in the Keizer community, this role is for you!

Key Responsibilities

- Assist in non-emergency law enforcement functions
- Engage with community members to foster trust and safety
- Support crime prevention programs, public safety initiatives, and community events
- Conduct patrols, respond to calls, and assist officers as needed

Why You'll Love This Job

- **Community Impact:** Make a direct impact on Keizer livability by improving safety, addressing concerns, and fostering positive relationships between residents and law enforcement.
- **Diverse Work:** Split your time between fieldwork, public engagement and community outreach, and collaborative planning with a dedicated public safety team.
- **Professional & Dedicated Public Safety Team:** At the Keizer Police Department we are more than just a law enforcement agency—we are a tight knit group that values family and community. Our commitment to community safety is rooted in the values of fairness, integrity, and impartial policing. We believe in building trust through open communication and fostering positive relationships within our diverse and vibrant community.

Pay & Benefits

- **Monthly Salary:** \$4,706.00 - \$6,137.73
- **Benefits:** Medical, dental, and vision plans, life and disability insurance, FSA, paid time off (sick, vacation, holidays), retirement (PERS, deferred compensation matching, and VEBA), education incentives, fitness incentive program and on-site fitness center, and even access to an on-site massage chair!
- **Language Incentive:** 5% pay incentive for Spanish-speaking candidates.

What You Bring

In addition to the minimum qualifications, we are looking for candidates who have:

- ✓ Ability to connect with diverse individuals and show understanding
- ✓ Ability to effectively utilize a variety of social media platforms
- ✓ Highly effective verbal and written communication skills
- ✓ Ability to contribute to a team and play a collaborative role
- ✓ Experience assessing situations quickly and making informed decisions, adapting to changing scenarios in real time while understanding and respecting diverse backgrounds and perspectives.

Minimum Qualifications

- High school diploma or equivalency; **and**
- Two years' full-time experience, paid or unpaid, in one or more of the following; community outreach, communications, and public relations, or a similar field demonstrating a history of community involvement and project leadership; **or**
- Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

How to Apply

- To apply, complete a [City of Keizer employment application](#) and submit it to the Human Resources Department by the closing date. See application instructions attached to the City of Keizer Application form for detailed directions on how to apply.
- Applications must be received prior to the closing date in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.
- Bilingual (English/Spanish) candidates and Veterans are encouraged to apply.
- Veterans requesting Veteran's Preference must complete a [Veteran's Preference Form](#) **and** provide required paperwork.

Why Work for the City of Keizer?

Located in Oregon's stunning Willamette Valley, Keizer is a vibrant community with easy access to mountains, coastlines, and forests, offering the perfect blend of small-town charm and big-city resources. Join us, and you'll enjoy:

- **Moderate year-round climate** ideal for outdoor adventures
- **A close-knit community** that values innovation and service
- **Engaging events** like KeizerFEST, holiday parades, and more!



Join Us in Keizer!

The City of Keizer celebrates diversity and welcomes candidates with non-traditional backgrounds. If you're a problem solver with strong critical thinking skills, can effectively work with a diverse population, are able to de-escalate situations, build positive community relationships, and have a desire to serve the Keizer community, we invite you to apply now!

The Keizer Police Department has identified five personal attributes to guide performance and the department's hiring, promotional, and evaluation processes:

CONSCIENTIOUSNESS

Conscientiousness in law enforcement ensures meticulous attention to detail, adherence to ethical standards, and a commitment to thorough, responsible decision-making, contributing to the integrity and effectiveness of the criminal justice system.

COURAGE

Courage (integrity) is crucial for maintaining public trust, upholding justice, and ensuring officers act ethically and bravely in the face of challenges.

EMPATHY

Empathy is crucial because it fosters understanding, builds community connections, and promotes fair and compassionate treatment, enhancing the overall effectiveness and legitimacy of the justice system.

HELPFULNESS

Helpfulness cultivates positive community relations, promotes public safety, and strengthens trust by demonstrating a commitment to assisting and supporting individuals in times of need.

HUMILITY

Humility in law enforcement acknowledges that we can't police society on our own, fosters collaboration, and enhances community relations, creating a more approachable and empathetic force that prioritizes education and improvement.

For questions or accommodation requests, reach out to HR at HR@KeizerOR.gov or 503-856-3430.

Let's make a sustainable future together in Keizer, Oregon!

