



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

COMMUNITY SERVICE OFFICER

The Two Rivers Police Department is currently seeking applicants for the position of Community Service Officer. This is a full-time, non-sworn police position. We're looking for community service-oriented individuals that enjoy being problem solvers and take pride in providing the best in customer service. The Community Service Officer (CSO) enforces quality of life issues under the Municipal Code to include: Long grass, junked, abandoned, and non-registered vehicles, trash & lack of maintenance. In enforcing these provisions, the CSO works closely with the City's Inspections Department. Other duties include: Directing traffic, animal control, bicycle enforcement, parking enforcement, park patrol and special event assignments. The CSO issues warning notices and citations for ordinance violations.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, and life insurance. Other benefits for full-time employees include paid vacation, holidays, and sick time. A health insurance opt-out incentive is also available. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Starting wage will be \$23.00 to \$24.40 per hour dependent on qualifications.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, submit the required application materials by Thursday, April 30, 2026. This position will remain open until filled. Interested candidates should send a detailed letter of interest, resume, and completed employment application via email to hr@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



www.two-rivers.org



920.793.5526



920.793.5512



Position Description

POSITION TITLE: Community Service Officer

REPORTS TO: Shift Commander

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: 06/2022

DEPARTMENT: Police

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 5

POSITION SUMMARY

Performs a variety of tasks in support of law enforcement activities and citizen quality of life issues thereby freeing police officers and/or zoning inspectors from essentially non-police tasks, providing officers and zoning inspectors more time to utilize their special skills and training.

The title of Community Service Officer may be and is routinely used interchangeably with title of Code Enforcement Officer.

MISSION

To serve the citizens of Two Rivers to the best of the Community Service Officer's (CSO's) ability. To function in a professional manner while representing the Two Rivers Police Department and the Two Rivers Inspections Department of which the CSO is an integral part.

SUPERVISION RECEIVED

Works under the immediate supervision of the Police Shift Commander. The CSO's wages are paid from the police budget. The CSO is attached to the Police Department which will exercise administrative control of the position. The police supervisor assigned to monthly scheduling will be responsible for the scheduling of the CSO.

SUPERVISION EXERCISED

Only to the extent of training other community service/code enforcement personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to complaints concerning animal problems or violations of animal control ordinances including, but not limited to, animals running at large, bites, property damage or injuries. Locate stray animals and promptly captures animals



and transports them to an animal shelter. Serves various civil notices, papers, written warnings and/or municipal citations related to enforcement of animal control ordinances.

- Enforce parking ordinances. Responds to complaints concerning parking problems or violations of parking ordinances including, but not limited to, time zone violations, no parking zones, handicap permits, winter parking, terrace parking, or overtime parking. Serves various civil notices, papers, written warnings and/or municipal citations related to enforcement of parking ordinances.
- Locate and enforce quality of life issues. Examples include, but are not limited to, general cleanliness of yards and lots; maintenance of structures and fences; proper removal of accumulated snow and ice from public areas; proper storage and disposal of accumulated garbage; proper placement of house numbers; proper disposal of abandoned vehicles on private property and public streets; removal of illegal and/or misplaced signs such as garage sale signs, real estate signs, signs or other devices that interfere with official traffic signs, signals or devices; and the attaching of any advertising device to any utility, sign or other municipal poles or structures located in the public right-of-way.
- Locate and enforce municipal ordinances with regard to tree and bush trimming compliance as it relates to obstructions of traffic control devices/signs/signals and obstructions obscuring line-of-sight at intersections and sidewalks.
- Maintains normal availability by radio or telephone for consultation or calls for service.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Coordinates activities with police supervisors, police officers, Inspections Department, County Health Officer or other City departments, as needed, to coordinate investigation activities; provide mutual assistance during emergency situations; and provides general information about activities. Exchanges information with representatives from other law enforcement agencies, and obtains advice, with permission of a police supervisor, from the City Attorney, District Attorney, and Court Clerk's Office regarding cases, policies, and procedures.
- Performs school crossing guard and traffic direction duties as required.
- Preserves evidence. Investigates and renders assistance at scene of vehicular accidents or other incidents. Summons ambulances and other law enforcement vehicles as needed.
- Undertakes community-oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse resistance education (DARE), etc.
- Assists in the preparation of a variety of reports and records including daily activity report, offense report, warning notice, property receipt, parking citation/ticket, municipal citation, pay sheets/requests, etc.
- Checks daily logs for police activity.
- Washes and vacuums police vehicles, as well as ancillary vehicle maintenance and/or supply issues as assigned or directed.
- Test panic alarms for the city hall on a monthly basis.
- Any other duties as assigned by a supervisor.

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies, and facilities.
- Serves as a member of various employee committees.
- Schedules appointments and meetings, makes reservations, and arranges a variety of conferences and meetings.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Ability to follow verbal and written instructions.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to learn the City's geography.
- Ability to use computer and standard office equipment including but not limited to Microsoft Word and Excel, Gmail and Google Calendar, copy machine, fax machine, and calculator.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Must be 18 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid Wisconsin State driver's license without record of criminal felony traffic violations in any state or equivalent to a criminal violation in the State of Wisconsin.
- Must be able to read and write the English language.
- Graduation from a high school or GED equivalent.
- Must remain insurable under the City's liability insurance policy.
- Any equivalent combination of relevant education and experience.

TOOLS AND EQUIPMENT USED

Vehicle, bicycle, police radio, cell phone, recording equipment, Oleoresin Capsicum (OC Spray), camera, video recorder, radar gun, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift. About fifty percent (50%) of the time is spent doing low and medium lifting, low carrying, and low pushing/pulling. Required in unusual or non-routine situations include kneeling and crouching. The employee must possess dexterity to manipulate keys, keyboards, operate control boards and manage multiple tasks.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet, cold, and/or humid conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

May be exposed to police related contacts and activities with complainants and suspects of code violations.

OTHER CONDITIONS

Formal application, rating of education and experience; oral interview; background check and reference check; medical evaluation; drug and alcohol testing; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO
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WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION

High School				Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:		Date:	
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OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____