

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**May 18, 2018**

**Job Title:** Bike/Safety Patrol (Non-Sworn)  
**Department:** Police  
**Hourly Rate:** \$12.97  
**Hours of Work:** TPT; Summer Months; 1:00 p.m. – 9:00 p.m. Tuesday - Saturday  
**Application Deadline:** Open until filled

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs basic public safety work assisting citizens and police officers in law enforcement efforts in target areas within the City to reduce unruly behaviors and improve quality of life for residents; does related work as required. Work is performed under general police supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required to preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TASKS:**

- Serving as bike/safety patrol (non-sworn); providing service and information to citizens; receiving, processing information; assisting police officers in law enforcement activities; preparing and maintaining records and reports;
- Greets citizens, provides information and directions;
- Prepares reports and distributes paper work;
- Monitors assigned area(s) and reports unruly behavior to proper authority;
- Issues warnings for violations of bicycle helmet ordinance;
- Maintains building surveillance and security in designated areas;
- Assists in the preparation of periodic and special reports;
- Prepares crime offense reports when required;
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of procedures and practices in a law enforcement agency; general knowledge of police forms, terminology and records; general knowledge of departmental programs, policies and procedures; ability to perform detailed record work; ability to maintain files; ability to type accurately and at a reasonable rate of speed; ability to operate general equipment including a two wheel bicycle; ability to follow written and oral directions; ability to establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some expertise in general security work preferred.

**The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

**PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.**

**E-mail: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) Application available online at [shakeronline.com](http://shakeronline.com) EOE**