

CRIME PREVENTION SPECIALIST

Definition:

Under supervision, to perform duties which might include: presenting crime prevention programs to the public; developing and maintaining community relations; participating in community meetings; and assisting with the development of crime prevention projects.

Distinguishing Characteristics

This is the first level of a three level crime prevention series. The Crime Prevention Specialist is distinguished from the Senior Crime Prevention Specialist, which has lead responsibilities.

Essential Functions:

- Develops and maintains community relations programs with a variety of groups and/or individuals through presentations, career fairs, and/or other related activities.
- Establishes open and continuous communication with agency representatives, the community, the general public and/or other interested parties via phone, e-mail, and through correspondence.
- Participates in a variety of boards, committees, task forces, and meetings related to crime prevention.
- Maintains the master calendar of events and activities.
- Prepares news releases for the Sheriff's department related to public safety issues.
- Participates in a variety of special projects related to crime prevention, which may include grant funded projects, neighborhood watch revitalization, and/or other related projects.
- Develops curriculums to be utilized in program presentations.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, or G.E.D., and two years of public speaking and education or related law enforcement experience; or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Possession of a valid California Driver's License

Knowledge of: the English language; standard office equipment; basic crime prevention theory; public relations principles.

Skill in: using a computer and related software applications; using standard office equipment; providing public relations; handling multiple tasks simultaneously; speaking in public; developing curriculums; utilizing proper English; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.