

POLICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a civilian personnel position in a municipal police department. It involves the performance of routine but responsible and necessary work. Duties include the maintenance of records, retrieval of information, completion of reports, operation of communications equipment, and the performance of related tasks. The work is carried out in accordance with established office procedures. This class differs from that of Sheriff's Aide since work location is confined to the police department. Work is performed under the direct supervision of a police officer on duty. Employees may work a changing shift pattern.

TYPICAL WORK ACTIVITIES:

1. Operates radio communication system;
2. Files, updates and generally maintains criminal records;
3. Answers telephone and records messages;
4. Receives, sorts, indexes and files a variety of materials;
5. Operates a variety of standard office equipment;
6. Codes and classifies police reports and blotter entries via a computer terminal;
7. Operates a computer terminal to send and retrieve messages and motor vehicles and criminal data;
8. Prepares simple statistical reports;
9. Issues bicycle licenses and vendor permits;
10. Types letters, memos, reports and other correspondence;
11. May handle, catalogue and store evidence;
12. May correspond with insurance companies regarding requests for accident reports;
13. May do fingerprinting and generally classify fingerprints;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to code and classify reports and other data; ability to type at an acceptable rate of speed and accuracy; ability to learn how to operate police station equipment including communications equipment and automated data retrieval equipment; ability to maintain important and confidential files and records; ability to compile simple statistical reports; ability to maintain confidentiality; ability to follow detailed oral and written instructions; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

Candidate must indicate ability to type, i.e., courses in typing or typing work experience. A performance test in typing will **not** be required.

PS1301

ADOPTED: 12/14/78

REVISED: 07/13/80 06/02/86 12/02/91 01/31/91 01/7/97