

## CITY OF CLAYTON

### POLICE SERVICES AIDE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of clerical assignments involved in the preparation, processing and delivery of documents related to activities of the Police Department; meets the public and answers the telephone providing information regarding police functions and activities; maintains and records evidence; performs a wide variety of responsible clerical duties; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Services Aide** is a clerical support class responsible for providing a variety of services including reception, preparation of correspondence, record keeping and the processing and delivery of documents and evidence. Incumbents have significant public contact by providing the public with information about the City's police function, procedures and activities. This class is distinguished from the Police Secretary which performs complex, confidential and sensitive duties in support of the Chief of Police with more independence of action.

#### **SUPERVISION RECEIVED/EXERCISED:**

General supervision is received from the Chief of Police. Incumbents of this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Answers the telephone and waits on the general public, providing information on departmental and City policies and procedures as required; refers calls to the appropriate department personnel.
- Prepares correspondence, reviews and distributes incoming mail, tracks documents and schedules appointments.
- Receives calls for service, records necessary information and prepares requests for police services; notifies dispatch center and watch commander.
- Processes a variety of documents including arrest reports, parking and traffic citations, background checks, vacation house call requests, pawn slips, stored vehicle releases, alarm registrations, logs and files; enters information in the automated records management system.

- Maintains court calendars for officers, including maintaining records and notices of court appearances.
- Delivers documents to the courts, the Department of Justice, the District Attorney and other law enforcement agencies; delivers evidence to laboratories for processing.
- Performs a wide variety of routine clerical work including filing, indexing, verifying and recording information and copying.
- Operates CLETS, NCIC, NLETS and other police information networks to request information on warrants, arrest records and related matters; directs information received to appropriate parties.
- Maintains the evidence room and related records; processes requests for evidence.
- Compiles information and data for statistical purposes; checks and tabulates statistical data; prepares simple statistical reports; processes cash records; issues, receives, types and processes various applications, permits and other forms.

#### **WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data and using a computer key board. Additionally, the position requires near, far and color vision in reading data and using the computer and hearing is required when providing phone and counter service. The need to lift, drag and push file boxes weighing up to 25 pounds also is required. Incumbents, while processing and storing evidence, may be exposed to a variety of hazardous wastes such as blood, narcotics, body fluids and other unidentified elements.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Services Aide**. A typical way of obtaining the required qualifications is to possess two years of responsible office assistance work experience, preferably in a law enforcement environment.

#### **License/Certificate:**

Possession of a class C California driver's license by date of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Modern office methods, procedures and equipment, including use of computers; accounting and statistical data record keeping; clerical procedures, including English usage, statistical research, and administrative report writing; policies, procedures and functions of a law enforcement department; basics of the California Vehicle Code, Penal Code, Government Code and Evidence code; processing and maintaining law enforcement reports and records; operating procedures for law enforcement related office machines.

**Ability to:**

Compile, maintain, process and prepare a variety of records and reports, including budget estimates and expense reports; maintain statistical records and reports; interpret and apply a variety of laws, codes and departmental rules and policies; work independently and use good judgment in providing support services; work tactfully and courteously with others in answering questions, disseminating information and providing assistance to others; establish and maintain cooperative working relationships; maintain confidentiality of information.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

The Police Services Aide position is a temporary position/ no benefits which pays \$10.00 per hour and has a limit of 1,000 hours per year.



**EDUCATION AND TRAINING**

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D.      College 1 2 3 4      Graduate Work? Yes No

Colleges or Universities attended	Location	From	To	Units Completed	Degree/Certificates	Major

Office Skills and Office Machines you can operate: \_\_\_\_\_  
\_\_\_\_\_  
Heavy Equipment and Field Tools you can operate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Certificates:

<u>Title</u>	<u>Date Issued</u>	<u>Date Expires</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please list three references with phone numbers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT RECORD**

Begin with present or most recent position. List work record for past five years, include any other pertinent experience. This section must be completed. A resume may be attached, but does not substitute for completing this section.

<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer:  Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? _____Yes _____No	Duties included:    Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer:  Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? _____Yes _____No	Duties included:    Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer:  Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? _____Yes _____No	Duties included:    Reason for Leaving: _____

The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Clayton will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Clayton I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examinations.