

POLICE ASSISTANT

DESCRIPTION

Prepare, research, investigate and complete police reports filed by citizens in person via the internet and over the phone. Relieve sworn police officers of non-hazardous police related duties. Act as liaison between the community and the police department.

DISTINGUISHING CHARACTERISTICS

This single class of the Police Assistant civilian series is expected to perform a variety of duties under general supervision in support of police department operations.

MINIMUM QUALIFICATIONS AND TESTING INFORMATION

Applicants must possess the following minimum qualifications to continue in the recruitment process:

Type accurately at the rate of forty (40) net words per minute.

Education and Experience:

High School Diploma or equivalent and two (2) years of experience which includes substantial public contact and general office support work.

Licenses and Certificates:

Must possess and maintain an NCIC/CJIS Certification within six (6) months of hire.

Must possess and maintain the equivalent to a valid Nevada Class C driver's license within thirty (30) days of hire.

Specified positions must be able to obtain and maintain PBT, radar and speedometer calibration certification.

CITY OF SPARKS JOB DESCRIPTION AND ESSENTIAL FUNCTIONS

Provide initial contact for the public via front desk activities. Refer public to appropriate police personnel. Take reports of a variety of crimes where there are no suspects at the call location, online, via walk-in, telephone or on-site. Enter in to database. Deliver emergency and non-emergency messages. Contact sworn personnel to handle more difficult situations. Refers reports to patrol officer if immediate follow-up is required.

Relieve sworn police personnel by handling time consuming, non-hazardous calls and giving and receiving information from the public. Assist and track missing juveniles and adults. Inspect vehicles and sign-off on fix-it tickets. Maintain detailed records of work performed.

Provide traffic and crowd control for accidents, parades and other special functions. Coordinate special needs, equipment and vehicles for special event activities.

Collect evidence and complete required supporting documents for processing and booking for the evidence division.

Mark, cite, tag and remove vehicles from City streets. Cite parked vehicles for various violations. Arrange for the towing of vehicles. Complete release forms for impounded vehicles.

Perform VIN inspections, and complete Department of Motor Vehicle inspection certificates for citizens.

Order, receive, ship and inventory equipment, parts, accessories and supplies for patrol vehicles and related equipment. Drive a marked patrol or detective vehicle to and from the city garage. Check vehicle mileage, correct maintenance schedule, make work orders for the mechanics to perform the correct fixes asked for at the time. Work with vendors to calibrate radar. Ensure vehicles are maintained with oil checks, vehicle start with jumper cables, check and add the correct amount of air in tires, call for vehicle tows when needed on out of service patrol vehicles.

Calibrate and perform standard maintenance on equipment such as radios, radar and speedometers; maintain, test and send out for repair police equipment for proper operation.

Sign for subpoenas and deliveries. Testify in court as required.

Assist citizens with a variety of information, directions and advice. Work with the mentally challenged and the hearing impaired. Coordinate the senior patrol program. Locate seniors on the senior patrol by phone, run their address, call the hospitals, call emergency contacts and put in calls for service when we can't locate them.

Perform a variety of office support duties. Perform a variety of police support duties such as restock equipment in vehicles and replenish supplies and forms.

Perform other duties which may be assigned.

Knowledge, Skills and Abilities:

- Federal, state and local laws and ordinances related to the work
- General knowledge of the Department of Motor Vehicles
- Law enforcement organization, activities, terminology and regulations
- Maintain visibility by patrolling residential and commercial areas
- Techniques for interviewing and dealing with individuals of various cultural and socioeconomic groups, occasionally where relations may be strained
- Safe work methods and safety regulations pertaining to the work
- Recordkeeping principles and practices
- Obtain accurate and detailed information required to complete police records
- Interpret, apply and explain policies, procedures and regulations
- Understand and follow oral and written directions
- Make special checks in follow-up to citizen requests
- Photograph and fingerprint individuals and crime scenes as assigned
- Business math
- Use sound judgment within established guidelines
- Train others in work procedures
- Computer applications and software related to the work including Microsoft Office
- Establish and maintain effective relationships with those contacted during work

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment; requires sufficient strength and stamina to stand and walk for up to 3 hours per day; ability to lift and carry materials weighing up to fifty pounds; must be willing to wear a department issued Police Assistant uniform, including a badge; requires repetitive use of both hands for 6 or more hours in a shift, frequent reaching, bending at the neck, grasping and fine manipulation. Occasional bending at the waist, squatting, climbing stairs and ladder, kneeling, crawling, twisting at the waist, power grasping, pushing and pulling and reaching above the shoulder level are also required.

SUPPLEMENTAL JOB POSTING INFORMATION

- This is a Civil Service position and is Non-Exempt under FLSA guidelines
- Required to be called back, held over, work off-hours, nights, weekends and holiday shifts
- Required to work during emergency circumstances or inclement weather conditions
- This position reports to sworn leadership staff or a Police Records Supervisor
- Supervision exercised: None
- Must be willing to respond to non-emergency calls in the field
- May be required to pass a pre-placement drug screen and background investigation