

POLICE SERVICES ASSISTANT

DEFINITION

To perform a variety of tasks in support of Police Department functions, including maintenance of equipment, vehicles and supplies; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level administrative support Police Services Assistant class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Schedule and transport police vehicles for mechanical repairs.

Coordinate with vendors responsible for performance of various vehicle and equipment maintenance.

Order, monitor, and replace equipment carried in patrol vehicles.

Oversee and coordinate smog certifications and vehicle registrations for department vehicles.

May witness or participate in the search and booking of prisoners.

Review potential purchases with vendors; coordinate selection, purchase and/or installation of supplies and equipment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of basic vehicle maintenance; techniques of vehicle inspection and troubleshooting.

Purchasing and recordkeeping principles and procedures.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Plan, organize, and maintain accurate records of the repair and maintenance of vehicles and equipment.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk or in vehicle for long periods of time; intermittently twist to reach equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Coordinate and prioritize projects and tasks in order to meet established deadlines.

Safely operate patrol vehicles in order to transport them for maintenance.

Handle and secure shotguns and rifles.

Prepare and maintain accurate records and reports.

May assist with budget tracking and monitoring; collect and report data related to purchasing and inventory.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience involving public contact or vehicle maintenance, preferably in a municipal police agency.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

REVISED: SEPTEMBER 2015

REVISED/UPDATED: FEBRUARY 2019