

## **POLICE SERVICES ASSISTANT**

### **DEFINITION**

To perform a wide variety of tasks associated with the support function of the Police Department, including maintaining equipment and supplies, organizing community programs, and other work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

A Sergeant of Police provides general supervision. A Police Officer, or other senior technical or staff personnel may provide functional supervision.

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

#### **Essential**

Organize, coordinate and oversee various projects or programs such as Parent Project, Citizen Police Academy, Volunteer Program and Neighborhood Watch.

Plan and transport vehicles for mechanical repairs. Schedule smog certification, keep records of mileage and service.

Operate computer keyboard to make entries, update, correct or access information on file; keep detailed logs, file documents and reports specific to assigned areas.

Carry out errands as needed to transport vehicles, pick up orders, and complete other tasks as needed.

May be rotated on shift to perform assigned activities or other Police Service Assistants (PSA's) and to perform relief duties for other personnel.

Keep current on laws, ordinances, and regulations relating to current duty assignment.

May witness or participate in the search and/or booking of prisoner.

Perform a variety of research and staff work.

Negotiate with outside vendors.

Coordinate the selection, purchase, inventory and/or installation of supplies and equipment.

Perform a variety of tasks involving crime prevention, including public presentations.

Attend various city events, create flyers and advertise to recruit participants for current programs and department sponsored community events.

**Police Services Assistant**  
Perform related duties as assigned.

CITY OF SAN PABLO

**QUALIFICATIONS**

Knowledge of:

Modern office procedures and practices.

Business report preparation and effective communication including appropriate English usage, grammar, spelling, and basic arithmetic.

Filing, indexing, cross referencing, and record keeping principles and procedures.

Word processing software; telephone techniques.

Basic vehicle maintenance and troubleshooting techniques.

Effective public contact methods.

Ability to:

Coordinate various community relations programs.

Handle, load, unload and secure shotguns and rifles.

Prepare, maintain and analyze accurate records and reports.

Make simple mathematical calculations.

Learn and effectively explain the policies and procedures pertaining to work.

Perform complex and routine clerical work.

Work effectively under pressure and with frequent interruptions.

Exercise good judgment in making decisions according to existing laws, regulations, and policies.

Understand and carry out oral and written instructions.

Effectively utilize a personal computer, using common computer programs; type a corrected rate of 40 net words per minute.

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

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience preferably at a municipal police agency with frequent public contact.

Education:

High School graduation or GED equivalent supplemented with coursework or specialized training in police science and/or administration of justice.

License or Certificate:

Possession of a California Driver's License.

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of sitting, bending, crouching, stooping, kneeling, climbing, balancing, twisting, turning, firm grasping, reaching forward or overhead, pinching, hand-eye coordination, driving, vision accuracy (far), depth perception, face-to-face talking, verbal contact; up to 3 hours of lifting and carrying less than 50 lbs., pushing/pulling less than 10 lbs.; 3 to 6 hours of standing, walking, finger dexterity, light grasping, field of vision, accommodation; 3 to 8 hours of vision accuracy (near), and color vision; up to 6 hours of talking on the telephone.

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; detailed, uninvolved instructions; one or two-step instructions; simple to complex- reading and writing skills; simple math skills; spatial; clerical; forming, analyzing, computing, compiling, instructing, diverting, speaking-signaling, serving, helping; precision work; operating; driving; handling; perform simple, repetitive tasks to varied, complex tasks; generalizing; evaluating; responsibility for direction; maintain work space.

**WORK ENVIRONMENT:**

Work is performed indoors and outdoors; extreme hot and cold; moving machinery; dust/fumes/smoke/gases etc.; excessive noise; solvents, grease, oil; using a computer and other office equipment; working along; working around or with others.