

## POLICE ASSISTANT

<b>Department:</b> Police Department	<b>Work Location:</b> 448 Park Avenue	<b>Date of last revision:</b> July, 2018
<b>Reports to:</b> Assistant to the Police Chief	<b>Supervises:</b> None	<b>Licenses/Certificates:</b> None
<b>FLSA Status:</b> Non-Exempt	<b>Pay Classification:</b> 4	<b>Hours per week:</b> 25 - part-time

### NATURE OF WORK

This is responsible clerical work of some complexity and variety in the Police Department.

Work involves responsibility for police records and clerical office functions requiring knowledge of departmental procedures. Work involves responsibility for maintenance of records and files; entering computer data and completion of related reports; and provisions of general clerical support. Work is performed under general supervision within the framework of established procedure policies, rules and regulations. Work is reviewed for accuracy and compliance with standard rules and procedures. Work is evaluated through observation, conferences and discussions.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Enters and updates arrest records, incidents, accident reports, warrants, traffic tickets, parking tickets and other information using a computer and various computer programs; verifies and cross checks information before entering records; locates missing data for inclusion and ensure accuracy and completeness of information prior to entering into appropriate records and files.
- Assists the public by searching files, reports, and other records, providing information in accordance with departmental policies and procedures; notifies officers of court dates; prepares records for transmittal to court.
- Maintains permanent records and files and appropriate correspondence files; files records, documents and related material; searches databases for information requested.
- Responds to inquiries in person or by phone; answers questions, supplies copies of reports, or directs public to proper department or agency; contacts other agencies for information.
- Performs administrative tasks associated with the Village's vehicle sticker, parking permit and animal licenses; orders materials; sells permits; collects money; prepares reports of monies received; deposits monies collected; answers question and inquiries regarding licenses and permits.
- Provides effective and efficient customer services and promotes and maintains

responsive community relations.

- Follows all applicable safety policies and procedures. Responsible for reporting unsafe conditions and acts to supervisor, as well as all accidents and near misses. Recommends improvements to safety practices and takes personal responsibility for preventable accidents.
- Maintains work area to prevent accidents. Follows proper lifting and material handling procedures at all times. Wears appropriate clothing and footwear to prevent slips, falls or other accidents.
- Completes all required safety training.

## **OTHER JOB FUNCTIONS**

Performs related work as required.

## **REQUIREMENTS OF WORK**

- Graduation from high school (or GED) supplemented by college courses in office practices.
- Clerical experience preferably in a police department and involving a great deal of public contact; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills.
- Knowledge of business English, grammar and punctuation.
- Knowledge of standard office practices, procedures, equipment and clerical techniques.
- Knowledge of the methods and equipment used in computerized data entry.
- Some knowledge of the operations, rules, and regulations pertaining to the field of criminal justice.
- Ability to file numerically, alphabetically and chronologically.
- Ability to research files and logically organize information.
- Ability to distinguish confidential material and apply departmental standards for security and privacy.
- Ability to communicate, orally and in writing.
- Ability to handle and record cash transactions and to make proper change.
- Ability to operate a computer, various software programs of a typical office environment and to learn new programs.
- Ability to maintain effective working relationships with other employees and the public.
- Ability to maintain records and to prepare reports from those records.
- Skill in the operation of devices using alphanumeric keyboards.

## **NECESSARY SPECIAL REQUIREMENTS**

Ability to pass background check for LEADS certification.



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

