

DEFINITION:

Under immediate supervision, supports field operations, records, administrative, and investigative personnel by performing a variety of police clerical and semi-paraprofessional work.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Performs filing; maintains logs and worksheets.

Measures: Accurate, complete, timely.

2. Answers phone and takes and provides information.

Measures: Complete, accurate, courteous.

3. Transports vehicles.

Measures: Safe, timely.

4. Performs traffic control.

Measures: Safe, accurate and courteous.

5. Assists public at front counter.

Measures: Accurate, expeditious, courteous.

6. Serves subpoenas.

Measures: Accurate, expeditious, courteous.

7. Signs off on mechanical violations.

Measures: Accurate, expeditious, courteous.

8. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Some basic knowledge of police procedures preferred; filing and recordkeeping; motor vehicles; city streets and addresses.

Ability to:

Interact effectively with the public and employees. Answer phone and provide information. Read and write. Find addresses and people and serve subpoenas. Maintain a valid California Driver's License.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school education, and current enrollment in, or completion of, classes in Administration of Justice.

Experience:

Typical experience would include office work, prior experience as a police explorer, or working with the public.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.