

POLICE SERVICE AIDE

DEFINITION

Under general supervision, to perform non-sworn law enforcement and crime prevention; enforce state and local traffic and parking regulations, perform a wide variety of tasks associated with the reception and support function of the Police Department; to maintain records and do related work as required.

SUPERVISION RECEIVED

General supervision is provided by the Sergeants.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

Enforce parking regulations in timed zones, along streets, and in all areas where parking is controlled or prohibited by Town ordinance or code, testify in court on citations issued, advise persons of parking regulations, parking violation procedures, locate, mark and remove abandoned vehicles, meet and work effectively with the public in the police facility and in the field, facilitate the use of multi-line telephone equipment, perform non emergency investigations and prepare written reports of various routine criminal activities, give information to the public, assists in maintaining police records, reports, crime and traffic statistics (local and state), maintain Town of Tiburon alarm program including alarm files and billing for false alarms, assist with various crime prevention programs such as YANA and community service events, operate Town, County and Statewide computer systems in the police facility and in police vehicles to make entries, updates and the collection of information, operate a radio-equipped vehicle in the performance of work, report non-parking related law and ordinance violations observed in the performance of parking enforcement duties, transport vehicles, documents and materials to other Police and County offices, assist in the placement of radar trailers, assist Police Officers in providing traffic control at special events, take fingerprints for citizens at the police facility, perform other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic report writing skills; basic techniques of public relations; English, spelling and proper grammar, modern office methods, procedures equipment and computers including various Microsoft Word programs.

Ability to:

Understand and execute oral and written instructions; read at a comprehension level equivalent to the twelfth grade; deal courteously and effectively with the public; read and understand laws, ordinances, departmental policies, rules and instructions; analyze

situations and adopt an effective course of action; react quickly and appropriately under emergency situations; operate an automobile safely and according to traffic laws and rules; develop good powers of observation and memory for names, places and incidents, the ability to type 40 words per minute.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Education:

Equivalent to graduation from high school, preferably supplemented by college-level coursework in law enforcement or graduation from a P.O.S.T. approved Basic Law Enforcement Academy.

Experience:

Two years of full-time work involving public contact.

License:

A valid California Driver's License and satisfactory driving record.

ESSENTIAL FUNCTIONS

These are tasks which are considered minimum standards of physical and mental performance which are required in order to successfully hold the position for which they were codified. Within each category discussed, examples are provided of typical circumstances, tasks or activities, but are not all-inclusive. These essential tasks are distinct from published "job dimensions" also considered essential for this position.

Physical/Manipulative Abilities Relating To Major Life Activities:

1. ***Hearing:*** The ability to hear normal speech and other audible events, even in combination with other environmental noise. This necessarily includes hearing voices transmitted by radio and telephone, as well as hearing and distinguishing sounds associated with law enforcement activity (i.e., cries for help, persons or vehicles approaching, alarm bells ringing, etc.).
2. ***Seeing:*** The ability to read or see objects under ambient, limited or artificial lighting and at a reasonable distance with sufficient clarity to permit their recording or accurate description (i.e., persons, vehicles, license numbers, addresses, street signs, items of property, written messages, printed material, etc.).

3. Speaking: The ability to speak clearly in English and to be understood by others under normal or highly stressful circumstances, either directly or through amplified, radio or telephonic transmission.
4. Moving. Walking, standing, sitting, touching: The ability to alternatively move from one place to another, to change from seated to standing positions, to securely grasp objects as required:
 - a) Ability to operate a motor vehicle. Including turning a steering wheel, operating acceleration and braking devices, opening and closing doors, operating seat belts or other equipment including switches, radios, and the like while speaking, seeing and/or hearing at the same time.
 - b) Ability to traverse irregular surfaces including under varying climactic conditions, climbing steps, scaling walls and fences, using ladders, crawling through restricted spaces and traversing graded surfaces either at a normal or accelerated gait and when approaching, pursuing or retreating from persons, objects or locations.
 - c) Ability to hold and/or operate furnished implements or other equipment including pens, pencils, typewriter or computer keyboard keys, flashlights fingerprint equipment, cameras under varying lighting conditions and perhaps in concert with holding or operating other items of equipment (i.e., flashlight).
 - d) Ability to move and/or carry heavy objects including lifting, carrying or assisting other persons unable/unwilling to move themselves.
 - e) Ability to grasp and operate non-furnished devices including door latches, light switches or other mechanical devices encountered at locations where law enforcement services are required.

Mental/Cognitive Abilities:

Ability to recall detail including the ability to accurately recreate witnessed events, conversations or readings and to record those recreations in written and/or oral form.

Ability to interpret and apply oral or written mental/instructions. including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.

Ability to remain alert and coherent including the ability to take action or to decide between alternative courses of action under routine, moderately stressful, or environmentally difficult conditions; an ability to remain alert at varying hours after scheduled rest or to remain alert during extended periods of an emergency or unanticipated nature.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone. However, the ability to perform these tasks shall not be limited by the assistance of enhancing devices which are reasonably free from anticipatable malfunction, loss or destruction during normal or foreseeable circumstances. Performance of some of these tasks may, in individual situations, also be aided by the presence of items constituting reasonable accommodation of a disability (i.e., ramps, adjusted heights of counter tops, artificial lighting, etc.).