

 **City of Pendleton**

 **Job Description**

 **Police Assistant**

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| **Department**: Police | **FLSA**: Represented |
| **Reports to**: Police Lieutenant | **Representation**: Pendleton City Police Association |
| **Pay Range**: PCPA: Range 1, Steps A-I | **Date**:  March 2019 |

**GENERAL POSITION SUMMARY:** Maintains departmental records through data entry

into the Law Enforcement Data System (LEDS) and the police department’s Records

Management System (RMS); assists the public with information; provides dispatch support

to the Umatilla City County Dispatch Center; performs clerical duties associated with police

records; provide matron services for female in-custodies.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Receives incoming complaints or requests for information from the public, and either handles the matter or directs the citizen to the appropriate resource.
2. Monitors telephones and radio traffic.
3. Operates a variety of office equipment to provide information to officers concerning driving and wanted statuses, criminal histories, vehicle queries, property queries and crime statistics.
4. Enters and audits warrants and other information pertinent to maintaining law enforcement networks, and ensuring compliance with LEDS/CJIS regulations.
5. Sends, receives and disperses information via telephone, radio, e-mail or other accepted methods of communication.
6. Prepares, receives and processes a variety of law enforcement reports, citations and records in conformance with departmental policy.
7. Maintain departmental files, records and office equipment.
8. Types reports dictated by officers.
9. Receives, processes, records and reconciles monetary transactions associated with the impounding of vehicles and dogs.
10. Performs matron duties when female officer(s) are not on-duty.
11. Performs other clerical side work as assigned.

# DISTINGUISHING CHARACTERISTICS: There are three primary distinctions within the Police Assistant function all of which require the ability to type 40 words per minute; successfully complete the LEDS/CJIS general certification requirements; hear, understand and communicate effectively orally and in writing; perform multiple tasks simultaneously.

Functions:

1. Dictation - Type reports dictated by police and code enforcement officers.
2. Records – Enter, track, confirm, audit and report all required incident and case information stored in departmental, State and national law enforcement data bases.
3. Public Resource - Provided face-to-face/telephonic interaction with public, which may entail, but is not limited to financial or property transactions, providing complex instruction, answering questions, photography, pat-down searches, etc.

**JOB SPECIFICATIONS:** Any combination equivalent to graduation from high school or GED program with specialized course work in general clerical, data entry or communications duties.

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Classesin general clerical, data entry and/or communications is preferred, but not required for the position.
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: increasing responsible experience in an office or customer service setting. Experience in law enforcement, or legal environment preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) Certification in LEDS/CJIS required within 1 year of hire.

d) Attend/complete training annually specific to in-custody interaction/management.

**3. Necessary Knowledge, Skills and Abilities:**

1. Ability to apply methods, techniques, materials and equipment related to all aspects of clerical work.
2. Knowledge of and ability to use computers, telephones, radios and various software programs employed in law enforcement record keeping.
3. Knowledge of correct English usage including spelling, grammar, punctuation and sentence structure.
4. Ability to work independently and efficiently.
5. Ability to learn and adhere to Department/City policies, procedures, regulations, and codes related to area of responsibility.
6. Ability to recognize and comply with safety standards, practices and procedures applicable to area of assignment.
7. Skill in data entry, and word processing.
8. Ability to read and understand the law and law enforcement records.
9. Ability to maintain regular and predictable attendance to serve customers/interact with (specify: co-workers/supervisor/patrons/clients, etc.), attend meetings, training, etc., or other face-to-face job requirements.
10. Ability to establish and maintain effective working relationships.
11. Ability to work as a team member.
12. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
13. Ability to perform the essential functions of the job.

**4**. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

**5**. **Supervision:**

1. This position does not supervise other staff.
2. This position does not provide lead worker direction.
3. This position reports to a Police Lieutenant. Supervision received is (choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6**. **Communications**:

1. Communications are: (choose one)

[ ]  Primarily with other City staff and/or customers.

[x]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (check any that apply):

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe) Routine exposure to persons being arrested for criminal behavior. May be called on to perform “matron” duties with female persons under arrest.

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out based on 24/7 operational need

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 11/06/01

Adopted: 11/20/01

Revised: 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.