

POLICE ADMINISTRATIVE AIDE

General Statement of Duties and Responsibilities

In the Police Department, under supervision, with some latitude for independent action, initiative or decision, performs responsible and difficult clerical, typing, word processing and data entry tasks or performs administrative work of moderate difficulty involving the handling of confidential and other information and material; utilizes manual and automated office systems; may perform cashier duties; performs related work.

Incumbents will be required to work varied tours or shifts including nights, Saturdays, Sundays, and holidays depending upon the needs of the department.

Examples of Typical Tasks

Performs responsible clerical and/or typing work in a police station or other department unit, command or office.

Refers members of the public who ask for assistance to appropriate City agencies.

Keeps records; files, shelves, stores and retrieves correspondence, records, reports, manuals, or other material.

Types records, reports, communications, stencils, forms and schedules.

Reviews and verifies written information.

Completes department forms.

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OCCUPATIONAL GROUP [213]

CODE NO. 10144

POLICE ADMINISTRATIVE AIDE (continued)

Examples of Typical Tasks (continued)

Obtains from and transmits information to the public or members of the police department either in person, or by using telephone, telephone switchboard, radio, computer terminal, or other equipment.

Receives, sends, separates and distributes mail.

Writes reports and communications.

Performs occasional messenger duties as required.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent; plus
 - a) One year of full-time satisfactory experience performing clerical, word processing and/or data entry duties; or
 - b) One year of full-time satisfactory experience in public contact work requiring the obtaining and recording of information from persons; or
 - c) Completion of 30 semester credits from an accredited college; or
 - d) Two years of active military duty; or
2. A satisfactory combination of education and/or experience equivalent to "1a", "1b", "1c", or "1d" above. However, all candidates must possess a four-year high school diploma or its educational equivalent.

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Skills Requirement

Ability to type a minimum of 35 words per minute.

Selective Certification

Certain positions will be filled by selective certification of eligibles, or by selection of applicants, who possess the above qualification requirements and who, in addition, have been tested for and have been found to possess the ability to speak and understand both English and another language.

Direct Lines of Promotion

From: None

To: Senior Police Administrative
Aide (10147)