

POLICE SERVICE ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Police Service Assistant performs a variety of routine tasks in support of police activities. This class is also responsible for performing related duties as required.

Distinguishing Features: An employee in this class may perform various clerical duties such as answering telephones, typing, filing, using a personal computer (PC), making photocopies, shredding confidential documents, etc. Responsibilities may include numerous routine tasks including pick-up and delivery of police-related items in the metropolitan area and ensuring that Mesa Police Department (MPD) vehicles are properly maintained and contain a full complement of equipment. A Police Service Assistant may be required to perform some heavy physical work such as lifting, moving furniture, and lifting 50-pound boxes of flares. Supervision is received by an Office Supervisor. Work is reviewed and evaluated through personal observation and discussion; wearing of a uniform are required. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Must be at least 18 years of age.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public in a face-to-face, one-to-one setting in order to give directions and answer inquiries. Communicates internally with other City employees face-to-face in order to receive instructions and information regarding daily duties. Communicates internally with other City employees by telephone and by portable radio in order to receive information and instructions regarding daily duties.

Manual/Physical: Charts information on status boards to track police vehicles in the maintenance cycle and radio or radar repairs. Distributes incoming mail and various documents by driving between various locations within the Phoenix metropolitan area including transporting mail/documents to police and City buildings, delivering in-custody reports to the City Attorney's Office, and delivering booking sheets to all justice courts, and delivering equipment to various locations for required calibration, such as radar guns, Alco sensors, etc. Performs inventory and orders supplies of needed equipment. Assists in the

assignment of patrol cars to officers assigned to a particular division. Performs minor cleaning and facility maintenance functions. Coordinates the movement of more than one limb simultaneously such as operating the clutch and accelerator on a car in order to transport vehicles and loading police motorcycles weighing 750 pounds onto a ramp and trailer. Operates a motor vehicle such as a patrol car, humane truck, or bomb/Special Weapons and Tactics Team (SWAT) van with trailer requiring a standard Arizona Driver's License to transport such vehicles for maintenance and repairs. Moves heavy objects of 50 pounds or more including safety flares, traffic cones, office equipment, and motorcycles short distances (20 feet or less) in order to transport items from storage to offices or police vehicles and transport vehicles to maintenance. Moves objects between 20 - 50 pounds, such as office supplies and equipment, long distances (more than 20 feet) in order to transport items from the warehouse to police substations to ensure proper stock levels of such items. Moves light objects of less than 20 pounds such as fire extinguishers, radar guns, portable radios, etc., long distances (more than 20 feet) in order to ensure police vehicles and stations are properly equipped. Works in a variety of weather conditions while performing the following tasks: transporting vehicles, delivering mail and office supplies, loading and moving motorcycles, and loading and delivering traffic cones, flares, etc.

Mental: Comprehends and makes inferences from written material (work instructions from supervisor or coworkers) in order to follow up on the status of equipment repairs and transport of these items to ensure the completion of required duties on schedule. Learns job-related material through verbal instruction and observation in an on-the-job training setting regarding the tasks required. Learns job-related material through reading MPD policies and procedures applicable to the duties required of a Police Service Assistant.

Abilities:

Ability to:

have integrity in performance of duties;
maintain accurate records; and
communicate and deal effectively with coworkers, police personnel, other City department personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/24

CDP/ah/th

CS3342.DOCX (Full-time) PAY GRADE: 37

CS2904 (Part-time) PAY GRADE: 37

EEO-S/M IND-7720

JOB FCTN-GEN SWORN-No

INCREMENTS 41-200