

POLICE ASSISTANT I

DEFINITION

Under general supervision, performs parking enforcement activities; occasionally performs a variety of routine law enforcement activities, including serving subpoenas, fingerprinting, relieving at the complaint desk, and processing abandoned vehicles; performs other related duties as required. This is not a sworn Peace Officer position; no weapon will be authorized.

EXAMPLES OF DUTIES

Performs assigned duties relative to parking enforcement which are of a routine and limited nature, including enforcement of parking regulations, observes and marks parked cars, issues parking citations, contacts vehicle tow service for removal of cars parked illegally, and explains parking regulations to motorists. Other responsibilities include directing traffic, carrying out school security checks, police station security checks, and vacation checks, processes abandoned vehicles and animal complaints, handles transportation details, prepares reports of actions taken and unusual incidents observed; testifies in court when citations are contested; and fingerprints citizens.

MINIMUM QUALIFICATIONS

Ability to: Understand and follow verbal and written directions and Department rules and regulations; learn standard broadcasting procedures of a police radio; prepare clear and concise written reports; observe accurately and remember names, faces, numbers, incidents and places, think and act quickly in emergencies, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or equivalent.

Experience: None required.

Age: Must be 18 years of age for entrance.

JOB SPECIFICATION
POLICE ASSISTANT I (PAGE 2)

Physical: Have the physical strength, stamina, and agility adequate to perform all duties of a Police Assistant I.

License: Possession of a valid Class C California Driver's License.

R: 06/08