

SENIOR POLICE ASSISTANT

DEFINITION

Under the supervision of the Traffic Unit Sergeant and Special Operations Division Commander, the Senior Police Assistant functions as a working supervisor. In addition to performing the routine activities of a regular police assistant, the Senior Police Assistant is charged with assisting in the supervision of police assistants and adult school crossing guards.

EXAMPLES OF DUTIES

The Senior Police Assistant is responsible for assisting in the supervision, training and development of personnel, assisting in the implementation of City and Department rules, regulations, policies and procedures, as well as assisting in scheduling and providing input into subordinate employee's performance evaluation reports. The Senior Police Assistant will be required to perform related duties as necessary to meet the needs of the Department as determined by the Traffic Unit Sergeant and/or the Special Operations Division Commander.

In addition to functioning as a supervisor, the Senior Police Assistant will also perform routine assigned duties relative to parking enforcement including, but not limited to, enforcement of parking regulations, removal of abandoned or otherwise illegally parked vehicles, traffic control, event security and fingerprinting.

MINIMUM QUALIFICATIONS

Ability to: Demonstrate proficiency in interpreting pertinent vehicle and municipal code sections as they relate to parking enforcement and the impounding of vehicles. Present a professional image and maintain a positive attitude, monitor subordinate's activities, ensure quality customer service is provided to the public, prepare clear and concise written work, respond to the needs of citizens, homeowners and business groups in an effort to improve quality of life issues and eliminate blight in their neighborhoods. 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.

JOB SPECIFICATION
SENIOR POLICE ASSISTANT (PAGE 2)

Knowledge of: Pertinent vehicle and municipal code sections as they relate to parking enforcement and the impounding of vehicles in the City of Daly City, basic principals and effective techniques of supervision, and effective and innovative means to problem solving and working collaboratively with other City departments to accomplish goals.

Education: Graduation from high school or equivalent.

Experience: A minimum of two years experience as a police assistant.

Age: Minimum of 18 years of age.

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

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