

JOB DESCRIPTION

CITY OF JOPLIN

Police Services Assistant

Exhibit C

TITLE: Police Services Assistant

DEPARTMENT: Police

DESCRIPTION:

Under general direction, performs a variety of complex or specialized police support activities in an assigned work unit.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALLINCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance, dependability and communication are extremely important in this job.
- Must maintain confidentiality.

SPECIFIC TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES

OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Answers phone calls from the public, responds to requests for specialized information such as Department policies/procedures or programs and/or guidelines for program/service participation.
- Routes calls needing technical response to the appropriate staff member for resolution.
- Enters a variety of information into computerized data bases, including police activity reports, arrest warrants, City Ordinances, case status reports, and client information updates.
- Maintains records/filing systems containing specialized or confidential information/materials.
- Researches and prepares a variety of reports/correspondence regarding Department activities/programs.
- Works at the Joplin PD Lobby, responding to the communities questions and complaints through telephone calls and/or in person inquiries.
- Requires knowledge of federal, state, and local laws and department rules and procedures.
- Uses analytical ability and makes considerable judgement determinations to write a police report.
 - Will know how to classify and construct the report, applying laws and department guidelines.
- On occasion, may receive, handle and log evidence into the evidence room from reports, following department procedure and proper chain of custody.

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APPROVED 4/00
PAY RANGE: 140

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- Exercises sound judgement regarding the release of information, including police reports to the general public according to federal, state, and local law, as well as department policy.
- Ability to provide credible testimony in a court of law when required.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all-inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with other City employees at all levels and the public.

MATHEMATICAL ABILITY

- Knowledge of basic bookkeeping procedures.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the Missouri Uniform License Examination System as well as being able to successfully complete any training in order to have access to the Missouri Uniform License Examination System.
- Knowledge of the staff and operating policies/procedures of the work unit to which assigned.

PHYSICAL REQUIREMENTS

- Normally performs sedentary work; requires long periods of sitting and standing.
- Manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, FAX machines, copiers, and telephones.
- Must be hearing, sighted, and mobile to such a degree as not to compromise safety rules and safety of self/others while working.
- Must be able to read and interpret policies and documents.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of general office procedures, including filing systems, formats for various reports and correspondence, and the operation of standard office equipment/machines.
- Skill in operating standard office equipment/machines, including computers, FAX machines, copiers, calculators, and telephones.
- Skill in operating a keyboard to type correspondence and/or to enter information into various computerized data bases.
- Skill in preparing a variety of records, reports, and correspondence using appropriate format.
- Skill in maintaining filing/records systems.

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GENERAL QUALIFICATIONS:

- Graduation from high school or G.E.D. equivalent.
- Must type at least 40 wpm NET.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.
- Missouri POST certification is preferred, but not required.

Employee Name (Please Print)

Date

Employee Name (Signature)

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