

POLICE SERVICES OFFICER

DEFINITION:

Under direction, the incumbent performs work in several areas of the police department including property control, reception desk relief, jail, and other administrative and clerical duties as directed.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following: Perform various duties associated with the maintenance and operation of a jail facility. Search, fingerprint, process, supervise, transport and release prisoners; testify and present evidence in court; serve subpoenas, inventory and order supplies, staff the reception desk; keep records and take reports of a minor nature not requiring or warranting the presence of a sworn officer; operate motor vehicles, office, and communications equipment as necessary; maintain evidence and lost and found items in property control; assist in the crime prevention and community relations programs; interview and record statements from individuals; make complete and factual reports; administer first aid , as needed, and perform other related duties as directed. May be required to work shifts, holidays, and/or weekends.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or GED and one year of experience involving public contact. Experience working for a police department is desirable. Must have a valid CA driver's license at the time of employment.

Special Requirements: Candidates must successfully complete a polygraph test, psychological and medical examinations, and an extensive background investigation process prior to appointment.

Knowledge, Skills, and Abilities: Must have knowledge of the basic functions of a modern police department; skill in operating office equipment and using personal computers; basic mathematical skills; the ability to write clearly and concisely in English; understand departmental policies and procedures; follow written and oral instructions; and establish and maintain effective working relationships with other employees and the public. Proficiency in conversational Spanish is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the employee must be able to run at least 50 yards at maximum effort and resist combative subjects through kicking, pushing, wrestling, pulling, or shoving; may occasionally have to move non-resistant persons and objects, requiring motions such as dragging, pulling, lifting, carrying and supporting. The employee carries Oleoresin Capsicum (pepper spray) and radio while working. May frequently lift and carry up to 40 pounds, and occasionally lift up to 100 pounds without assistance. Will drive a vehicle while operating and making broadcasts over a two-way radio. May be required to work evenings and/or irregular work hours. The noise level is generally quiet.