

CLASS TITLE: **Police Aide**

CHARACTERISTICS OF THE CLASS: Under supervision, performs clerical tasks associated with a police district front desk; and performs related duties as required.

ESSENTIAL DUTIES: Answers the district's telephones and responds to requests for information or forwards to the appropriate individual; distributes vehicle keys and radios to police officers and maintains record of same; ensures radios are operational and that batteries are charged at specified intervals; maintains files of arrest warrants and case reports and distributes to appropriate staff; prepares court packages, determines the appropriate court branch to receive documents and prepares transmittals; posts messages on the commanding officer's book and the court notification books.

RELATED DUTIES: Assists in writing bonds and preparing traffic accident and non-criminal case reports and performs miscellaneous tasks such as typing; filing; photocopying and faxing documents.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in performing office clerical duties, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the operations of a police district. Knowledge of the different units in the department and the services they provide. Good knowledge of the district's geography and the communities within it.

Ability to respond appropriately to inquiries from citizens and departmental staff. Ability to deal sensitively with people from diverse backgrounds. Ability to type.

Good oral and written communication skill.

Working Conditions. District station.

Equipment. General office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.