

POLICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a civilian position in a municipal police department. The work involves responsibility for the performance of routine but responsible and necessary communications and clerical work. The work is carried out in accordance with established procedures and includes the operation of communications equipment, maintenance of records, retrieval of information, completion of reports, and the performance of related tasks. Work is performed under the direct supervision of a higher level employee or a police officer. Employees may work a changing shift pattern. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives phone and walk-in complaints and requests for assistance, dispatching officers to required locations when necessary;

Transmits and receives radio and telephone messages and bulletins;

Monitors police and fire calls from other agencies;

Operates NYSPIN computer system;

Maintains department files;

Prepares and processes fingerprint cards and arrest forms;

May type department correspondence;

Maintains inventory of department forms and office supplies;

Compiles simple statistical reports on department activities for state and local use;

Receives and records monies in connection with parking violations;

Initiates and answers routine correspondence according to prescribed procedures and standard formats;

Operates a variety of standard office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to code and classify reports and other data; ability to learn how to operate police station equipment including communications equipment and automated data retrieval equipment; ability to acquire a good knowledge of the geography of the municipality and the surrounding area; ability to obtain appropriate information from

callers who are under stress; ability to give precise oral instructions, good diction; ability to maintain important confidential files and records; ability to compile simple statistical reports; ability to maintain confidentiality; ability to follow detailed oral and written instructions; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ULSTER COUNTY
4854 POLICE AST
Classification: Competitive
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Adopted: November 4, 1992