

## **PART-TIME POLICE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a civilian personnel position in a municipal police department. It involves the performance of routine but responsible and necessary work. Duties include the maintenance of records, retrieval of information, completion of reports, operation of communications equipment, and the performance of related tasks. The work is carried out in accordance with established office procedures. This class differs from that of Sheriff's Aide since work location is confined to the police department. Work is performed under the direct supervision of a police officer on duty. Employees may work a changing shift pattern.

**TYPICAL WORK ACTIVITIES:** Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Operates radio communication system;
2. Files, updates and generally maintains criminal records;
3. Answers telephone and records messages;
4. Receives, sorts, indexes and files a variety of materials;
5. Operates a variety of standard office equipment;
6. Codes and classifies police reports and blotter entries via a computer terminal;
7. Operates a computer terminal to send and retrieve messages and motor vehicles and criminal data;
8. Prepares simple statistical reports;
9. Issues bicycle licenses and vendor permits;
10. Types letters, memos, reports and other correspondence;
11. May handle, catalogue and store evidence;
12. May correspond with insurance companies regarding requests for accident reports;
13. May do fingerprinting and generally classify fingerprints;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, 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 type at an acceptable rate of speed and accuracy; ability to learn how to operate police station equipment including communications equipment and automated data retrieval equipment; ability to maintain important and 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.

**SPECIAL REQUIREMENT:** Candidate must indicate ability to type, i.e., courses in typing or typing work experience. A performance test in typing will not be required.

**\*\*\*All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab.**

**Town of Poughkeepsie**

**One Overocker Road, Poughkeepsie, NY 12603**

**Phone: 845-485-3609**

**Website: [http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)**

**An EEO/AA Employer**

Job Type: PART -TIME

Salary: \$22.02/hour.