TITLE: POLICE SERVICES SPECIALIST I - III

DEFINITION: Under supervision, performs paraprofessional, service-oriented duties related to law enforcement.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I   - Performs routine duties of the classification.

Grade Level II  - Performs journey level duties of the classification.

Grade Level III - Performs the complex duties of the classification.

EXAMPLES OF DUTIES:

- Makes oral presentations to businesses, community organizations and neighborhood watch groups;
- Establishes and maintains close liaison with public and private institutions, community groups and individual citizens;
- Coordinates community relations programs;
- Explains existing community services and programs and the procedures for obtaining services to the public;
- Accepts payments and bails for various business transactions;
- Prepares crime, incident and accident reports not requiring the expertise of a sworn officer;
- Confers with and assists special purpose groups in developing and promoting various community improvement programs and activities;
- Coordinates and attends meetings concerned with community problems;
- Conducts security inspections of homes and businesses;
- Investigates, evaluates and reports on various community matters;
- Develops, compiles and analyzes statistical data;
- Maintains records and prepares reports;
- Performs research, maintains statistics and prepares individualized reports;
- Performs public relations work;
- May review, process and track permits such as alcoholic beverage, entertainment and charitable solicitation;
- May act as spokesperson to the media and coordinate media at police-related incidents;
- Performs other related duties as required.
MINIMUM QUALIFICATIONS:

One or more years experience involving a substantial amount of public contact requiring tact and discretion in dealing with others;
One or more years of education from an accredited college or university may be substituted for the required experience;
Ability to communicate effectively orally and in writing;
Ability to deal tactfully with the public;
Ability to perform basic mathematical functions;
Ability to read and comprehend written material;
Ability to organize tasks simultaneously;
Willingness to work shifts, holidays and weekends as assigned;
Valid motor vehicle operator license.

DESIRABLE QUALIFICATIONS:

Bilingual ability;
Public speaking experience;
Experience with community-based programs.

HISTORY:

Created 08/95, consolidated with Community Relations Assistant 10/95 and grade levels added 10/95.
Approval/Adoption Dates: 10/95 - Human Resources Department
Approval Civil Service 11/01/06 - Title Change from Police Services Assistant