

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: POLICE SERVICES TECHNICIAN

REPORTS TO: CHIEF OF POLICE

TYPE: FBPA

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

The Police Service Technician performs a wide variety of administrative, clerical and reception duties in support of the Police Department, responds to telephone inquiries, screens and directs calls and takes messages, greets visitors of the department, performs word processing, and various other computer applications (both AS/400 and PC based), prepares and maintains files, records and reports.

ESSENTIAL FUNCTIONS:

Regularly sits for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; occasional moving and servicing equipment such as copiers and FAX machines. Regularly communicates in oral and written form with co-workers and general public. Ability to remain calm during times of emergency. Frequently uses POST Guidelines for research.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must have ability to read/write and speak English. Must be able to enter data into computer accurately, read and understand all departmental requirements, prepare and compile reports, schedule community events, handle sensitive and confidential information, frequently exercise independent judgment within established guidelines. Ability to safely operate a motor vehicle and occasionally work long hours.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Greets telephone callers and visitors to the department; screens and handles inquiries of a general or specific nature; takes messages.
- Maintains calendars of meetings and appointments.
- Types/word processes correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft, tape recordings and/or verbal instruction.

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- Receives, sorts and directs incoming department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates telephones, copier machines, FAX, CLETS teletype, Livescan fingerprint machine, pager, PAS/EPAS Intoxilyzer, computers, and a variety of office equipment.
- Establishes and maintains files and file systems of considerable volume and moderate complexity.
- Attends meetings of various committees for the purpose of preparing minutes, notes or other documentation of actions.
- Assists with the expedient processing of applications, licenses, forms, fingerprints, and other materials constituting the department's paper flow and record keeping.
- Provides backup support for clerical staff of other departments as required.
- Maintains an inventory of office and booking supplies, ordering and documenting purchase transactions.
- Receives and catalogs evidence and found property, maintaining records of property movement, processing, and disposition. May be responsible for maintaining the Property/Evidence Room.
- May support Police Operations on special support assignments, including DUI checkpoint support, search warrant service support, and other non-hazardous assignments.
- May serve as system operator for mainframe computer.
- Performs other related duties as required.
- The Police Services Technician is not a "local safety officer" as defined in the California Public Employees' Retirement Law.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Microsoft Office, Publisher, CLETS Computer System, Internet, Live Scan System/finger print machine, telephone, pager, paper folder, typewriter, transcriber, FAX machine, calculator (10-key tape type), copier, postage meter & scales, printer, copier, binding machine, shredder. Motor vehicle; PAS and EPAS devices. Instruction and reference manuals; Portable, mobile and main frame radios; dubbin machine, tape and logging recorder; sealer; Spacesaver files.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Office/accounting machines and desk-top computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.

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Ability to:

- Deal politely and effectively with the general public.
- Type and/or word process at a minimum rate of 40 words per minutes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties including the use of independent judgment.

REQUIRED EXPERIENCE/EDUCATION:

High school graduate or GED.

DESIRABLE EXPERIENCE/EDUCATION:

- Public Records Act Course and/or Property and Evidence Management Course as certified by California Commission on Peace Officers Standards and Training (POST).
- One year's experience in clerical/administrative support, preferably in a public agency.

NOTE: *Reasonable accommodations may be made for some of the non-essential requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*