

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**           **TEMPORARY 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:**

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. The Temporary Police Services Technician is not a "local safety officer" as defined in the California Public Employees' Retirement Law.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to the following: Answering the telephone; ability to give and receive oral information; reading comprehension; typing; computer literacy using diverse programs; oral communication with public; driving motor vehicle; ability to occasionally work long hours. Ability to remain calm during times of emergency.

Ability to constantly sit, keyboard, observe computer screen, twist in seated position; frequently bend, squat, reach, lift boxes weighing 30 pounds or less, stand, walk, write; occasionally reach above shoulders, drive motor vehicles, move and service equipment such as copiers and FAX machines. Must have excellent hand dexterity, vision, hearing, smell, touch sensitivity, and ability to use step ladder.

**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.
- 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, 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.

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- Provides backup support for clerical staff of other departments as required.
- Maintains an inventory of office and booking supplies; orders and documents purchase transactions.
- May support Police Operations on special assignments, including DUI checkpoints, search warrant service, and other non-hazardous assignments.
- Performs other related duties as required.

**MATERIALS, EQUIPMENT AND TOOLS:**

Telephone, portable, mobile radio, tape and logging recorder; personal computers and printers, software; postage meter and scales; instruction and reference manuals; transcriber; copier; typewriter; FAX; motor vehicle; fingerprint machine, camera, scales, bar coder, Spacesaver files, sealer.

**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.

**Ability to:**

- Deal politely and effectively with co-workers and the general public.
- Type and/or word process at a minimum rate of 40 words per minute.
- 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:**

Associates degree in a related field.

One year's experience in clerical/administrative support, preferably in a public agency.

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