



Initial _____ Date _____

POLICE SERVICE AIDE I

DEPARTMENT: POLICE

CHARACTERISTICS OF THE CLASS:

GRADE 16

Under the general supervision of a Sergeant, performs a variety of responsible law enforcement activities including traffic control and accident investigation, escorting and transporting vehicles, parking enforcement, dispatching police and fire units, and operating recording machines and senior citizen and teletype computers. Work is reviewed through observation and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Investigates minor traffic crashes; directs traffic.
2. Delivers city vehicles for service and repairs; delivers mail and other correspondence.
3. Escorts children at school crossings.
4. Assists in the designing of photo lineups.
5. Responds to routine public inquiries; answers telephone calls.
6. Operates computers, portable radios, recording and teletype machines, and city vehicles.
7. Processes minor crime scenes.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High school Diploma or GED; supplemented by six (6) months prior public contact experience or an equivalent combination of training and experience. Must possess a valid Florida driver's license.

B. Knowledge, Abilities, and Skills:

- Knowledge of traffic laws, City ordinances, and safety procedures related to traffic control and parking.
- Knowledge of geographic locations within the City.
- Ability to prepare and maintain records and reports.
- Ability to work effectively with other employees and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to direct traffic in all environmental conditions.

C. Physical Requirements: 6

D. Environmental Requirements: 4

E. Sensory Requirements: 2,3,4,5,6,7