



## POLICE SUPPORT SPECIALIST III

DEPARTMENT: POLICE

GRADE 16

### CHARACTERISTICS OF THE CLASS:

Under the direction of the Division assigned, responsible for various administrative and non-law enforcement functions, such as, but not limited to, recruitment, background investigations, staff inspections, community affairs, training, emergency management, grant research, information technology, etc., (based on assignment). Work is performed in compliance with the Florida Department of Law Enforcement Guidelines as well as the adopted Policies and Procedures of the Pembroke Pines Police Department.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintain all departmental personnel files to include evaluations, commendations, reviews, change of status forms, current emergency contact information.
2. Per FDLE Guidelines, maintain all Livescan prints for all City Personnel with access to the NCIC System
3. The recruitment and selection of Police Department personnel, Reserve Officers, School Resource Officers and Civilian Personnel.
4. Conduct a thorough background investigation on all applicants to include Police, Reserve Police, School Resource Officers, and civilian positions within the Police Department, Public Safety Dispatch Applicants and College Interns.
5. The background investigations include the following steps:
  - Review all applications and conduct pre-screen interviews to assure minimum standards and job requirements
  - Administer and score B-PAD testing
  - Administer 3-panel Oral Board
  - Schedule polygraph, psychological evaluation and Livescan
  - Conduct complete background on all applicants to include, local check, employment verification, neighborhood check, credit check, comprehensive checks and driving history
  - Prepare summary of background findings and submit for command review
  - Coordinate with Human Resources Department in all aspects of the hiring procedures
  - Flexibility to assist within an area/unit assigned to Professional Standards
6. Maintain and continuously update all Sworn Police Officer Certifications with the Florida Department of Law Enforcement.
7. Perform information technology related tasks as directed.
8. Perform various administrative tasks as directed.
9. Perform various community related tasks as directed.
10. Perform any and all functions, projects, tasks, etc. as directed by the Police Chief and/or designee.

**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 of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

High School Diploma or G.E.D., (5) Five years Law Enforcement Experience, preferably (3) three years in an investigative, personnel or training capacity.

**B. Knowledge abilities and Skills:**

- Knowledge of Investigative principles and practices.
- Knowledge of Training, Staff Development and Staff Accreditation principles and practices.
- Maintain Testing Certifications.
- Ability to establish and maintain effective working relationships with City Departments, Public Agencies and the general public.
- Ability to communicate effectively, orally and in writing.
- Ability to observe and detect potential problems.

**PHYSICAL REQUIREMENTS: 2**

**ENVIRONMENTAL REQUIREMENTS: 1**

**SENSORY REQUIREMENTS: 2,3,8,9**