

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Assistant I Police Assistant II	Job Family: 5 2
General Classification: Front-Line	Job Grade: 5 6

Definition: To assist in performing a wide variety of routine field and office law enforcement work which does not require peace officer training, experience and authority; perform a wide variety of routine to moderately complex duties in support of sworn and nonsworn supervising personnel.

Distinguishing Characteristics:

Police Assistant I: This is an entry-level classification in the Police Assistant series. The Police Assistant I performs duties similar to those assigned to the Police Assistant II on a training basis while learning departmental policies and procedures applicable to the assigned area. Work assignments may vary depending on department needs and for training purposes. Receives direct supervision from both sworn and nonsworn personnel.

Police Assistant II: The Police Assistant II is distinguished from the Police Assistant I by the assignment of the full range of duties expected of the class. Positions in this class are flexibly staffed and are normally staffed by advancement from the Police Assistant I or with a candidate with prior law enforcement experience. Employees at this level receive only occasional instruction or assistance.

Examples of Duties: Depending upon assigned area, duties may include, but are not limited to, the following:

1. Assist with receiving information and complaints from the public by telephone and in person, relaying information, as needed, to appropriate department personnel; respond to inquiries by the general public with information on police services and procedures.
2. Routinely perform a wide variety of support duties for sworn personnel regarding records (i.e., filing police reports, preparing police report copies for release and assisting Police Officers with document retrieval).
3. Perform parking enforcement duties, such as issuing parking tickets, arranging towing of vehicles, setting up the mobile radar trailers and assisting with traffic and crowd issues at City-sponsored events; assist with citing illegally parked vehicles.
4. Interact with citizens and downtown merchants while patrolling City streets and enforcing laws and regulations applicable to nonmoving vehicles.

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5. Provide occasional support to Police Department clerical staff during breaks or absences.
6. Operate standard office equipment, including word processing equipment as assigned; may perform duties on computer spreadsheet programs.
7. Perform related duties as assigned.

Minimum Qualifications:

Police Assistant I

Knowledge of: English usage, spelling, grammar and punctuation; office methods and equipment, including filing systems.

Ability to: Learn the organization, procedures and operating details of the City and Police Department; learn how to use word processing equipment; perform routine work, including maintenance of appropriate records and preparation of general reports; verify and check files and data; understand and carry out both oral and written directions; perform simple mathematical calculations; establish and maintain effective working relationships with those contacted in the course of work; and operate a variety of office equipment, such as a calculator, typewriter and personal computer. Some positions may require the ability to type accurately at a speed of 45 wpm.

Police Assistant II

In addition to the minimum qualifications for Police Assistant I:

Knowledge of: Organization, procedures and functions of the Mountain View Police Department and the unit to which the position will be assigned; procedures of one or more of the functional areas.

Ability to: Perform the full range of work in the area of assignment; interpret and apply State, City and department laws; learn functions of the judicial system; learn Federal, State and department policies regarding hiring practices; use computer word processing equipment; learn how to use a spreadsheet or database program on the computer.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Police Assistant I

Recommended: Education and training equivalent to the completion of the 12th grade and one year of work experience requiring frequent public contact and the interpretation of complex rules and regulations. Experience in a municipal police department is highly desirable.

Police Assistant II

Recommended: Education and training equivalent to the completion of the 12th grade and one year of experience performing duties comparable to that of a Police Assistant I for the City of Mountain View.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established August 2001
Revised July 5, 2012

CLASS SPECS
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