

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Police Assistant III	<b>Job Family:</b> 5
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 10

**Definition:** To perform a wide variety of moderate to difficult field and office law enforcement work which does not require peace officer training, experience and authority; perform a wide variety of moderate to difficult administrative duties and support sworn and nonsworn supervising personnel.

**Distinguishing Characteristics:** This is an advanced journey-level class of the Police Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Positions at this level typically work independently in the absence of direct supervision. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Received general direction from sworn and nonsworn personnel.

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

1. Monitor the traffic complaint hotline; create statistics and monthly reports regarding traffic issues in the City.
2. Serve as the Hearing Officer by coordinating and conducting hearings with citizens; process the citizen's complaint; interpret the Vehicle Codes when making decisions during the hearing.
3. Assist with Police Department recruitments; set up oral interview boards; interact with candidates to obtain necessary background information.
4. Coordinate the recruitment and background process for sworn and nonsworn positions; assemble the testing equipment and materials; coordinate and compose the testing schedule.
5. Track the status of a recruitment process and background investigation using computer software programs.
6. Assist with maintaining the inventory and records of equipment issued by the Police Department personnel.

**Position Title:** Police Assistant III

Page 2

7. Assist with the coordination of training for police personnel; track the training schedules and classes; develop a database to track the training schedules; create reports from the training database; file training brochures.
8. Review all police reports and extract crime analysis data and enter the data into the Police Department automated records management system; respond to requests for crime analysis data from Police Officers and other department personnel.
9. Gather information and produce the CATCH and other bulletins; distribute the bulletins to all department personnel and local outside law enforcement agencies; perform searches on the crime analysis system for sworn personnel.
10. Assist in the storing, logging and releasing of property and physical evidence, including narcotics and firearms; assist in coding of evidence and properties; review dates of evidence for possible destruction dates; release of evidence to sworn personnel for court appearance.
11. Assist with operating the property tracking systems to maintain an accurate and defensible chain of custody; transport evidence to the crime lab; assist with the purging of unclaimed property.
12. Represent the Police Department in outreach programs, including school and youth programs, Arts and Wine Festivals, Officer Pal, etc.
13. Routinely perform a wide variety of support duties for Police Department Detectives; maintain the files of booking photos; file field interrogation cards; maintain the inventory of the equipment trailer used for evidence collection at major crime scenes.
14. Attend and conduct community meetings representing the department.
15. Monitor and order supplies for the area of assignment.
16. Assist with the research and development of special projects.
17. Provide training for Police Assistant I and II staff.
18. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: English usage, spelling, grammar and punctuation; principles, codes, regulations and laws pertaining to criminal justice; word processing and computer spreadsheet software programs; organization, procedures and functions of the Mountain View Police Department and the unit which the position will be assigned; procedures and work methods required to perform the full range of duties assigned as a Police Assistant series.

Ability to: Interpret and apply laws and regulations of the City and Police Department; perform the full range of work assigned as a Police Assistant series; interpret and apply State, City and department laws; respond to emergency situations; maintain an efficient record keeping system; 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; operate a variety of office equipment such as a calculator, typewriter and personal computer; enter and retrieve data using a spreadsheet or database program on the computer; some positions may require the ability to type accurately at a speed of 45 words per minute.

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

Recommended: Training and experience equivalent to the completion of the 12th grade and two years of experience performing duties comparable to that of a Police Assistant II for the City of Mountain View. Experience in a municipal police department is highly desirable.

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

Established August 16, 2001

Revised

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