



City of Phoenix

Police Assistant

Job Code:	62160	Job Function:	Police
Salary Plan:	006	Grade:	325
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	Administrative Support
SOC:	33-9099.00	Last Revision:	November 2022

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to perform a variety of tasks in support of law enforcement activities in a precinct or bureau of the Police Department.

DISTINGUISHING FEATURES OF THE CLASS:

Duties include handling calls for service not requiring the presence of a sworn officer. Duties vary by assignment. Some positions require shift work.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Police Sergeant or other supervisor.

ESSENTIAL FUNCTIONS:

- Ensures serviceability of all equipment assigned to a precinct by scheduling vehicles for preventive and unscheduled maintenance, and maintaining related records
- Maintains supply warehouse and precinct inventories of real and sundry property including firearms, tasers and badges
- Determines specifications for vehicles and equipment being added to the inventory or fleet
- Uses multiple computer programs and applications to enter and retrieve data and information; maintain certifications to access data sources, if required
- Assists sworn and civilian investigators by performing varied and responsible investigative research and support work; assign cases to sworn and civilian investigators
- Responds to non-emergency calls that do not require the presence of a sworn police officer and gathers information by interviewing victims, witnesses and reporting parties
- Responds to traffic accidents and conducts scene investigations by taking statements, directing traffic, impounding vehicles and completing reports
- Identifies, collects and documents evidence on scene; takes photographs and fingerprints; handles and transports evidence
- Serves Subpoenas and Orders of Protection
- Attends training classes in police methods, first aid, and subjects related to assigned area



City of Phoenix

- Drives marked vehicles between the maintenance shop, police stations and/or Park and Rides
- Patrols assigned areas for suspicious activity; completes Field Interrogation reports; issues Notices of Violation relating to parking infractions; conducts security and parking checks of facilities and public areas
- Impounds abandoned or illegally parked vehicles, and/or lost property and prepares related reports and documentation
- Performs traffic, pedestrian, and crowd control function
- Testifies in court
- Assists with training of new employees in this same job classification
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Departmental rules and procedures
- Statutes and ordinance relating to area assigned

Ability to:

- Communicate in the English language with the public by phone or in person in a one-to-one or group setting
- Comprehend and make inferences from material written in the English language
- Operate a variety of standard office equipment
- Move barricades, traffic cones, or other objects weighing 50 pounds or less short and long distances
- Work in a variety of weather conditions with exposure to the elements
- Remain in a sitting or standing position for extended periods of time
- Learn job-related material through structured lecture, reading, oral instruction, and observation. This learning takes place in an on-the-job training or classroom setting
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work cooperatively and effectively with all segments of the public while remaining calm, decisive, and diplomatic in stressful situations
- Learn the geography of the City; police methods, practices, and procedures; and statutes and ordinances related to the area of assignment
- Observe or monitor objects to determine compliance with prescribed operating or safety standards
- Travel across rough, uneven or rocky surfaces
- Work safely without presenting a direct threat to self or others
- Operate a computer utilizing a keyboard or other device



City of Phoenix

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Appointment to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of public contact or customer assistance experience. Other combinations of experience and education that meet the minimum requirements may be substituted.