

CIVILIAN POLICE ASSISTANT P.T.

CODE NO: 4-09-058

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a seasonal civilian position involving assisting a Police Officer in crime prevention, public relations, and other duties associated with law enforcement. The employee is not assigned arrest powers, but has all powers allowed civilians by the State of New York in arrest situations. Work is performed under the direct supervision of a Police Sergeant or higher ranking sworn police personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Walks a designated patrol beat with a Police Officer;

Assists in the observation of crimes being committed;

Assists in disbanding crowds and dispersing youth gathering in specific areas;

Assists in gathering information for police reports;

Assists other civilians with police problems by referring them to appropriate Police Officer;

May use police radio to assist Police Officer;

May testify in court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the geography of the police jurisdiction; ability to follow instructions; ability to communicate well both orally and in writing; ability to keep information confidential; ability to deal courteously but firmly with the public; good judgment; good observation skills; honesty; integrity; tact; courtesy; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of college (30 credits).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 11, 1984