

Community Services Assistant-Police Department

Code No.: 4-18-455

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting police department staff with the implementation of a variety of community related programs and projects. The incumbent assists with conducting activities in the community such as bicycle rodeos, recreational programs, and special events such as block parties. Responsibilities also include assisting with the facilitation of cooperative efforts and working relations between the police department and businesses, educational institutions, and local residents. The employee reports directly to and works under the general supervision of a higher level staff person such as a Police Officer or Investigator. General supervision may be exercised over volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Solicits donations for police/community related programs such as DARE, Neighborhood Watch, Junior Police Academy Camp, and crime prevention events and awards programs;

Conducts bicycle rodeos at Neighborhood Watch and school events and block parties;

Organizes recreational activities and maintains discipline at sponsored camps for youth;

Compiles and stocks materials and supplies used for Neighborhood Watch, Crime Prevention, DARE instructional materials, and other programs;

Assists with the coordination of volunteers;

Delivers and/or picks up instructional and award based materials and program bulletins/newsletters;

Participates in Neighborhood Watch and general block parties and assists with presentations during events;

Assists with maintaining liaison between the police department and local business owners to develop partnerships;

Sets up, tears down and cleans for community events;

Acts as a substitute crossing guard.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the characteristics, needs, and interests of community and police related programs and events; working knowledge of how to secure financial contributions; working knowledge of the purpose of local community agencies; working knowledge of police based community programs and events; working knowledge of the functions and structure of a police department; ability to communicate effectively orally to individuals and groups; ability to participate in special events; ability to organize recreational activities; ability to organize and stock materials and supplies; ability to operate a motor vehicle and deliver materials; ability to solicit donations; ability to deal effectively with people of all levels and backgrounds; ability to deal effectively with volunteers and assist with the coordination of volunteer activities; ability to establish good working relationships with others; tact; courtesy, common sense; initiative; friendliness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) One (1) year of full-time or its part-time equivalent paid or volunteer experience conducting recreation or human service program activities or special events, or soliciting donations, or in the coordination of volunteers for an agency; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Associate's degree PLUS six (6) months of full-time or its part-time equivalent paid or volunteer experience as described in (A) above; OR,

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Documented volunteer experience will be accepted as a substitute for paid work experience.

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

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

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: June 7, 2001