

**WILTON MANORS
JOB DESCRIPTION**

POSITION TITLE: Police Aide/Desk Officer

JOB CODE: 9006

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

The purpose of this classification is to perform clerical/customer service duties associated with operating the departmental communications system, responding to requests from law enforcement personnel and the public, and providing general office support.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers subpoenas and makes court appearances
- Answers a multi-lined telephone system, redirects calls or takes messages, provides information and assistance to department officials and the public, dispatches emergency calls, contacts on-duty City workers for emergencies, contacts park rangers
- Broadcasts on City radio and central dispatch communications
- Logs in towed and repossessed vehicles, long distance phone calls, in-house checks, animal lost and found
- Assigns daily arrest and accident numbers
- Completes trespass affidavits, request forms, and other documents
- Maintains a filing system for juvenile, departmental records, parking ticket records, and other documents
- Separates active/non-active reports, attaches dispatch sheets
- Processes Detective Bureau reports, stolen property lists, code enforcement requests, case file copies, and other documents
- Maintains a working knowledge of police lingo and codes
- Performs daily backup for computer record system
- Transcribes and types report statements and narratives of offense reports, types miscellaneous letters and zone alerts, departmental forms
- Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs
- Operates a variety of machinery, equipment, and tools associated with department activities which may include a typewriter, copy machine, or fax

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- Provides fingerprint information
- Monitors sewer alarm system
- Maintains sexual predators/felony register
- Processes shutdowns during emergencies
- Arranges accommodations for indigents
- Prepares and distributes daily work schedules

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED, supplemented by a minimum 1 to 2 years previous experience and/or training in the area of law enforcement or code enforcement or any equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential job functions.

PERFORMANCE APTITUDES

Data Utilization Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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ADA COMPLIANCE

Physical Ability Tasks involve the ability to exert light physical effort in sedentary-to-light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Wilton Manors is an *Equal Opportunity Employer*. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.