

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BROUSSARD ---- PARISH OF LAFAYETTE

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BROUSSARD ---- PARISH OF LAFAYETTE

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Original Adoption: 03-24-16

Revision Dates:

FIRE SERVICE

FIRE ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as records, finance, personnel management and human resources. The Fire Administrative Assistant prepares correspondence for the chief, receives and processes records and reports, and oversees the maintenance of inventory and supplies. The Fire Administrative Assistant performs duties independently with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists with managing the operation of a fire department function or division, and works with the Fire Chief in management of all department operations on one shift. Cooperates with the Fire Chief to set goals and objectives for the department, or an assigned function or division. Works with the Fire Chief to plan and organize departmental operations having to do with equipment and apparatus. Assists with inspections of various divisions, observes department operations, and takes appropriate action to correct or improve problem areas. Aids Fire Chief in planning and organizing operations related to personnel. Keeps informed on local trends that may affect the fire service, and assists with giving reports, offering advice, and making recommendations when attending all meetings required by the local governing authority. Participates in the research and planning for programs and activities of the department. Conducts polls and surveys on questions or problems related to the fire service, and organizes and analyzes data. Organizes special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Collaborates with the Fire Chief on meetings with fire department personnel for the purpose of receiving reports and disseminating information. Conducts training in pre-fire planning. Ensures that personnel research the best methods of handling specific fire department tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Works with Fire Chief in inspecting employee appearance, assigning work or duty areas, assigning working schedules, approving leave, reviewing written reports, discussing employee performance with superiors, overseeing and evaluating work performance, discussing work

performance with employees, providing assistance in technical areas of work, counseling employees who are experiencing work problems, and resolving employee complaints or grievances. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes mail and other materials in accordance with departmental procedures. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Develops new procedures for office functions when necessary, and recommends management policies and goals to the Fire Chief.

Oversees department records and reports, and provides for the maintenance of all records, including personnel records, records of activity, and inventory records. Works with the Fire Chief to determine what information should be included in all records of the department, and determines in what form this information should be kept. Reviews records and forms completed by personnel, and inspects records-keeping systems and facilities to ensure proper maintenance of all records and reports. Prepares payroll records. Assists in the preparation of LFIRS reports. Personally completes all forms or records required. Proofreads typed material and corrects errors. Locates and retrieves information or documents from hard copy files and the computer database. Briefly reviews correspondence, reports, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel.

Manages the accounting for the money and assets of the entire department, or of an assigned function or division. Assists the Fire Chief in the preparation of the departmental operating budget by gathering information and helping compile and organize data needed to prepare the budget. Authorizes expenditure of funds, and prepares expenditure and revenue estimates. Assists with the purchasing of equipment and supplies, keeping such purchases within the established budget. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Ensures inventory and supplies are properly maintained. Orders and distributes supplies and equipment to department personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Fire Administrative Assistant BU

Original Adoption: 03-24-16

Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a moderate degree of supervision, having authority to work independently in most areas. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols assigned area to increase police visibility, discourage traffic violations and other criminal activity, discover crimes in progress, and observe potentially hazardous conditions. Blocks off roadway in case of hazards or provides for removal of debris found in the roadway. Patrols targeted areas of high crime incidence or gang violence. Stops, questions, checks, and records identification of individuals who appear to be acting suspiciously or who seem to be out of place. Maintains cover awareness during patrol by constantly observing surroundings. Communicates with headquarters and other personnel by operating a police radio in accordance with correct procedures.

Conducts vehicle stops, checks driver and stopped vehicle for compliance with safety and licensing requirements. Issues citations for traffic violations. Verifies proof of insurance when vehicles are stopped for other violations or when they are involved in an accident. Observes, stops, and interviews motorists suspected of driving while intoxicated or under the influence, administers field sobriety tests, and makes DWI/DUI arrests. Trains and works with K-9 patrol dog.

Investigates traffic accidents by interviewing drivers, passengers, and witnesses and by examining physical evidence. Takes photographs of traffic accident scene in order to provide a visual record of evidence. Clears accident scene by summoning wrecker service and ensuring that debris is removed from the roadway. Removes or assists in removing injured persons from wrecked vehicles. Provides emergency medical care by examining ill or injured persons and giving them treatment until appropriate medical personnel arrive.

Protects crime scene by establishing a perimeter and limiting access to authorized persons so that evidence will not be disturbed. Provides for the safe flow of traffic around an accident. Evaluates the type and seriousness of a crime using established departmental policy to determine if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended. Briefs other department personnel about a crime, the victims, and possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene.

Responds to crimes-in-progress by employing appropriate procedures such as anticipating the location or address and utilizing available cover in making approach to location. Responds to and investigates crimes of domestic violence, assault and battery, and sexual deviance by providing for victim safety, determining probable cause, and making a referral to local services available for victims. Identifies suspects and apprehends perpetrators of crimes. Issues explicit, direct, and forceful verbal commands to suspect. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights; handcuffs suspect and conducts appropriate search for weapons and contraband. Transports arrested person to holding facility or jail. Obtains medical attention for arrested person who is ill or incapacitated.

Interviews crime victims and witnesses and records the information in written statements. Distributes or broadcasts to other law enforcement personnel a detailed description of suspects and/or vehicles. Secures and executes arrest or search warrants by preparing affidavits and/or warrant forms, securing warrant numbers, and getting approval of a judge or magistrate. Identifies, collects, labels and preserves evidence using appropriate procedures for protecting the chain of possession. Determines possible motives for a crime or incident by reviewing and analyzing information gathered. Maintains surveillance and patrol presence in places where problems involving juveniles have occurred or are likely to develop. Patrols area for juvenile curfew violations and detains juvenile truants during school hours. Patrols areas for evidence of underage drinking. Takes juveniles into custody who have committed a crime or delinquent act or in need of care. Communicates with juvenile offenders and their parents or legal guardian to explain the law and penalties for alleged offenses. Investigates crimes against juveniles using appropriate procedures to ensure the protection of the child.

Maintains proficiency in the use of firearms and other weapons by practicing at a firing range or other designated training facility. Maintains proficiency in defensive tactics by practicing frisk and handcuff techniques, pressure point control tactics, or other self-defense techniques. Inspects and maintains equipment such as vehicles, weapons, and radar. Participates in service training to keep abreast of new procedures and laws. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Maintains control of firearm in close encounters by using appropriate physical defensive strategies. Physically disarms suspect by maintaining element of surprise and distraction while causing suspect to lose grip on weapon. Takes down resisting suspect by using special techniques, equipment, or chemical spray agents.

Receives and responds to complaints from the public and processes complaints according to departmental procedures. Responds to questions from the public, exercising courtesy and tact. Gathers information on public opinion about matters of concern to the department through informal contacts, polls, or surveys. Maintains effective police-community relations by enhancing an attitude of cooperation with all segments of the population. Maintains professional demeanor and appearance when in contact with the public.

Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Completes standard report forms such as the Uniformed Traffic Accident Report. Communicates all relevant information about an incident. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Police Officer BU Original Adoption: 03-24-16 Revision Dates:

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel for an assigned division in the department. Police Sergeants assist in the supervision and management of specialized divisions of the police department. Incumbents in this position assist with directing patrol operations and traffic control, as well as performing law enforcement duties. Police Sergeants also maintain the records and equipment of an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises an assigned division in the police department. Participates in developing procedures to accomplish goals for the division and recommends changes to policies and procedures when necessary. Assumes command of departmental operations in the absence of a superior officer. Delegates assignments to subordinates. Sets task priorities, outlines responsibilities and duties, and sets long term goals for subordinates in order to best accomplish the goals of the department. Provides subordinates with the tools necessary to accomplish their work and provides assistance or on-the-job training when necessary. Holds meetings and reviews reports written by subordinates. Evaluates work performance and writes employee evaluation reports; determines if additional training or assistance is needed. Inspects the appearance of subordinate personnel to ensure they meet departmental standards. Counsels employees who are experiencing work problems and handles complaints and grievances. Provides a procedure for the resolution of complaints. Gives constructive feedback on work performance to motivate employees and provide for employee growth and development. Maintains discipline among subordinates and recommends disciplinary action to a superior officer.

Maintains proficiency in the use of firearms and other weapons. Uses self-defense tactics and techniques. Supervises patrol and traffic control operations. Patrols assigned areas in order to

increase police visibility and maintain public safety. Operates motorcycle or patrol car in accordance with department procedures. Questions suspicious individuals and apprehends or arrests individuals suspected of committing crimes. Searches for, identifies, collects, labels, and preserves evidence, using appropriate procedures for protecting the chain of possession. Protects crime scene to ensure evidence is not removed or disturbed. Monitors assigned areas to detect traffic violations and conducts vehicle stops. Investigates traffic accident and issues warnings and citations. Interrogates suspects and interviews crime victims and witnesses; records information in written statements. Secures and executes arrest warrants. Testifies in court when required. Oversees the arrest and processing of juveniles. Supervises the transportation of prisoners from one location to another. Controls crowds at large events and disperses unlawful or disorderly assemblies using appropriate means.

Participates in the preparation and maintenance of departmental records and reports, reviews incoming communications, and approves reports written by subordinates. Records daily information on log sheets and maintains incident and suspect files. Writes letters and memoranda in order to effectively communicate information or requests, applying the basic principles of composition and grammar. Ensures accuracy of reports by compiling and analyzing data. Exchanges pertinent information with other individuals or agencies by entering and retrieving data from the computer information systems. Monitors any local conditions which may create situations the department may be called upon to handle. Promotes a positive public image of the department. Answers questions and handles complaints from the public; provides assistance and information as needed.

Participates in the general care and maintenance of department equipment, vehicles, stations, and other related property. Inspects and maintains facilities and equipment to ensure they are in good operating conditions. Assures repairs and maintenance done to equipment were properly accomplished. Assists in inventory control and disbursing supplies and equipment to personnel.

Assists in developing a training program for the department and sees that the program is properly staffed and supplied with training resources. Makes recommendations for improvements in the program when necessary. Participates in providing for employee training in the department and evaluates training needs. Schedules outside training to meet training needs not available in the departmental program. Assists in preparing, administering, and grading written tests to evaluate success in training. Trains and works with K-9 patrol dog. Participates in developing and implementing a safety program for the department. Provides assistance to smaller law enforcement agencies in the area when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

Police Sergeant BU

Original Adoption: 03-24-16

Revision Dates:

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the management of a specialized division of the police department and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned division. Police Lieutenants also oversee the preparation and maintenance of records, supervise the care and maintenance of assigned equipment, property, and supplies, and perform and supervise law enforcement duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Police Chief. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a division in the police department as assigned by the Police Chief, which may include patrol, investigative, traffic control, training, special operations, administrative support, juvenile operations, or other specialized divisions. Commands and supervises personnel within assigned department. Oversees inspections of division and takes action to improve problem areas. Assumes command of departmental operations in the absence of the Police Chief.

Delegates assignments to subordinates, outlines duties and responsibilities, and sets task priorities in order to best accomplish the goals of the department. Provides on-the-job training to subordinates and supplies them with the tools and resources necessary to accomplish tasks. Inspects the appearance of subordinate personnel to ensure they meet departmental standards. Investigates accidents involving department equipment or personnel and makes recommendations to avoid future accidents. Maintains discipline among employees, investigates personnel involved in code of conduct violations, and recommends disciplinary action to the Police Chief. Evaluates employee work performance, writes evaluation reports, and determines if additional training is needed. Reviews reports written by subordinates to determine if jobs were completed effectively. Handles employee complaints and grievances and counsels

employees who are experiencing work problems. Motivates employees and provides for growth and career development. Participates in interviewing prospective employees and makes recommendations for hiring. Performs background investigations and keeps records of information collected on applicants. Recommends promotions to Police Chief. Ensures work schedules meet department staffing requirements and approves leave.

Uses computer information systems to enter and retrieve data and to exchange information with other individuals. Gathers and distributes intelligence information. Writes letters and reports using the basic principles of composition and grammar. Compiles and organizes data needed for reports, records necessary information on log sheets relating to daily work activities, and maintains incident and suspect files using accurate and comprehensive notes. Provides for the general care and maintenance of department equipment, vehicles, stations, and other related property and inspects such to ensure they are in good operating condition. Meets with sales representatives to review products to be purchased, keeping such purchases within the established budget. Orders, purchases, distributes, and keeps records of inventory of supplies and equipment. Manages fleet and issues maintenance purchase orders. Handles IT maintenance and repairs computers when necessary.

Acts as a department representative to the public and promotes a positive public image of the department. Answers questions and handles complaints from the public. Oversees tours of the department for school or civic groups. Keeps informed on local activities that may affect the police service and coordinates with other agencies. Identifies local areas in need of law enforcement by reviewing crime statistics and monitors local conditions which may require police assistance. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Testifies in court to facilitate a proper disposition of the case.

Evaluates training needs and develops a training program for the department. Makes improvements to the program if necessary. Sees that employee training is provided for and arranges for outside training that is not available in the department. Serves as an instructor for training in legal update, traffic procedures, defensive tactics, and other topics when required. Conducts research and analyzes statistical data to prepare lesson plans, training material, and written tests. Administers and grades tests. Oversees training of K-9 patrol dog. Maintains proficiency in the use of firearms and other weapons and uses self-defense tactics. Develops tactical plans for response to various emergency situations and manages disaster control activities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid driver's license.

Must be a regular and permanent Police Sergeant immediately preceding the closing date for application to the board.

Police Lieutenant BU

Original Adoption: 03-24-16

Revision Dates:

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and overseeing the operation of the police records division. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class prepares departmental payroll records, assists in the preparation of the departmental budget, and acts as a receptionist for the police department. The Secretary to the Police Chief works independently in most areas with general instructions from the Police Chief who supervises and reviews the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the operation of the police department records division by ensuring adequate facilities for record storage, supervising police records clerks and reviewing records and reports completed by subordinates. Creates, revises and inspects systems for record-keeping, as needed. Receives department records and reports and checks them for accuracy, completeness and conformity to established standards. Proofreads typed materials and sees that all errors are corrected. Ensures that incoming mail or other material is date-stamped and distributed to the appropriate person. Reads incoming materials and sorts according to subject matter. Files correspondence, forms, records and reports in hard copy files or a computer database, according to the appropriate organizational scheme. Locates and retrieves information or documents from any file, and traces missing files. Performs driver's license and background checks on new employees or at the request of the District Attorney. Operates a computer terminal in order to enter or remove routine information from department records or files. Supervises Police Record Clerks by assigning work schedules, approving leave and evaluating work performance. Holds meetings with subordinate clerical personnel to receive reports, provide information or delegate work assignments. Develops new procedures for office functions when necessary.

Obtains information from time clock and makes calculations necessary to compute payroll. Prepares payroll records and processes changes including raises, out of class pay or additions to

the payroll. Tracks compensatory time, overtime and holiday pay. Handles questions or complaints from employees regarding pay, and deals with any errors or changes to payroll. Creates and maintains personnel and training records on all employees as well as a roster of department personnel, including contact information. Accounts for the money and assets of the records division and maintains the checking account. Collects fines and bond money and issues receipts. Posts items into journals, ledgers or other accounting records and balances accounts at the end of the month. Compiles information such as salaries, hours, overtime and related data to be used in developing the annual budget. Assists the Police Chief in preparing the operating budget for the department. Participates in annual audit of department, as needed.

Schedules appointments, opens incoming mail, places telephone calls and screens visitors for the Police Chief. Notifies the chief of scheduled meetings and visitors arriving at the department. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos and any other assigned documents, taking dictation and transcribing from notes or recordings as needed. Attends and takes minutes at meetings, as directed by the Police Chief. Composes letters and replies to any routine correspondence on own initiative. Performs background checks. Extracts information or summarizes contents of files for use by department personnel. Compiles and organizes data needed for reports by reading graphs, charts and manuals. Writes reports and completes all forms or records required. Works with the Police Chief to maintain and update departmental policy and procedure manuals, as needed.

Operates various office machinery, such as computers, facsimile machine, scanners and copiers. Locates repair services and gets estimates on repair costs for any assigned equipment. Prepares purchase requisitions. Maintains an inventory of supplies and equipment for the records division.

Acts as receptionist to visitors, including answering telephone calls and transferring call to the appropriate department or person. Responds to questions and handles any routine requests by visitors to the office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

The applicant must be not less than twenty-one (21) years of age.

Secretary to the Police Chief BU Original Adoption: 03-24-16 Revision Dates:
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POLICE CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Secretary to the Police Chief, who is the immediate supervisor of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Opens and reads incoming mail for the department, and distributes to the proper person or division. Receives, processes and files electronic or hard copies of departmental records, reports, interdepartmental correspondence, and other materials. Stamps incoming documents to record the date and time received. Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material, records and reports and corrects errors or returns them for correction. Replies to any routine correspondence or requests following departmental procedures. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Prepares reports for or handles requests from the offices of the district attorney, the city prosecutor or the probation and parole department. Processes, maintains or works with documents including citations, court dockets, warrants, subpoenas, Uniform Crime Reports and crime lab letters.

Files correspondence, forms, records, or reports alphabetically, numerically, chronologically or by subject matter and recommends revisions to the system as needed. Locates and retrieves information or documents from hard copy files and the computer. Keeps records on the location of materials removed from files and traces missing files. Archives printed materials for future use or reference by department personnel. Collects fines and bond money and issues receipts. Processes payments, deposits and expense reports. Orders and maintains inventory of supplies and equipment for the office, distributing such as needed.

Operates a computer terminal in order to enter or remove information from files. Utilizes a copier, fax machine and scanning equipment in order to perform necessary tasks. Provides informal, on-the-job training for new clerical employees.

Acts as receptionist for the department, answering telephone calls and handling routine questions and requests. Screens walk-in visitors to determine their needs and directs them to the appropriate party. Schedules and tracks appointments, meetings, court transports, subpoena services and other important dates, notifying proper personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Police Clerk BU Original Adoption: 03-24-16 Revision Dates:
