

## **POLICE AIDE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a civilian personnel position in a municipal police department. This is routine but responsible and necessary work providing auxiliary services to a municipal police department. Duties include the maintenance of records, retrieval of information, completion of reports, and operation of standard office and/or police equipment such as computers, radio communication, Kodak Oracle, New York State NYSPIN Computer, fingerprint equipment, etc. The work is carried out in accordance with established office procedures. Work is performed under the direct supervision of a police officer on duty. Supervision of others is not a normal function of this position.

### **TYPICAL WORK ACTIVITIES:**

1. Files, updates and generally maintains criminal and general police type records;
2. Reviews, codes and classifies all police reports and blotter entries via a computer terminal;
3. Stores all police reports generated by all members of the police force;
4. Receives and fills requests by the general public, courts, insurance companies for information and reports on file, e.g., subpoenas, insurance claim inquiries;
5. Completes monthly reports for New York State crime statistics;
6. Receives, classifies and files arrest reports;
7. Forwards all documents and information, including, but not limited to, fingerprinting cards, arrest reports, crime data, required to be turned over to State and Federal agencies;
8. May process taxi applications for hack licenses;
9. May do fingerprinting for immigration/naturalization, adoption, liquor licenses, bonding, vendor permits, etc.;
10. Maintains files on all police records, including but not limited to warrants, orders of protection, and juvenile records;
11. Handles telephone calls, screening and referring inquiries to appropriate personnel and agencies;
12. Gathers statistical data and completes monthly, quarterly and annual reports;
13. Uses dictaphone for typing police reports;
14. Operates a computer terminal to send and retrieve messages, motor vehicle and criminal data;
15. May use radio communications to contact police personnel;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to code and classify reports and other data; ability to type at an acceptable rate of speed and accuracy; ability to learn how to operate police station equipment including automated data retrieval equipment; ability to maintain important and confidential files and records; ability to complete statistical reports; ability to maintain confidentiality; ability to follow detailed oral and written instructions; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

**POLICE AIDE** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:**

Candidate must indicate ability to type, i.e., courses in typing or typing work experience. A performance test in typing will *not* be required.

PS1308

ADOPTED: 3/01/96