

# Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

## POSITION IDENTIFICATION

<b>Position Title:</b>	Seasonal Police Assistant
<b>Department:</b>	Police
<b>Division:</b>	Police
<b>Status:</b>	Part-time, seasonal, temporary
<b>Workweek:</b>	Monday-Friday

## SUPERVISORY RELATIONSHIPS

<b>Reports to:</b>	Chief of Police or the Chief's designee
<b>Directly Supervises:</b>	No supervisory responsibilities

## POSITION PURPOSE

This part-time, seasonal position will provide general administrative support to the Chief. Emphasis will be on assisting the Detective Bureau on various tasks. Additionally, this position will perform a variety of tasks in support of law enforcement activities.

## ESSENTIAL DUTIES

- Responsible for conducting employee background investigations.
- Assist with general administrative tasks.
- Assist in the maintenance of personnel files.
- Directs Community Service interns.
- Assists citizens as needed.
- Fills out or dictates assigned police reports.
- Participates in departmental training as required.
- May assist in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- May assist with Citizen's Academy.
- Analyze crime patterns.
- Listening to and evaluating jail calls to report to Detective Bureau.
- May be assigned to parking enforcement by issuing parking tickets, warnings, and related reports.
- Assist in reviewing surveillance video.
- May assist in collection, processing, and disposal of evidence.
- May be assigned to Crossing Guard duties as necessary.

## OTHER DUTIES

- Other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

<b>Education</b>	High school diploma or equivalent required; two year Associate Degree preferred or equivalent combination of education and experience as determined by employer.
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<b>Experience:</b>	Prior experience in law enforcement is preferred.
<b>Certifications/Licenses:</b>	Must possess or be able to obtain by time of hire a valid State of WI drivers license without record of suspension or revocation in any state.
<b>Other Requirements:</b>	Must be 18 years or older at time of employment. No felony convictions and/or disqualifying criminal history.

## KNOWLEDGE, SKILLS, & ABILITIES

- Ability to effectively use Microsoft programs
- Considerable knowledge of applicable laws and ordinances.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Extensive knowledge of City's geography.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and give verbal and written instructions.

## BACKGROUND CHECKS

Condition of Employment

## PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Manual Dexterity:</b>	While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and transcription equipment. Must be able to tolerate the frequent repetitive motion required in typing.
<b>Physical Effort:</b>	The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching and crawling. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, and ability to adjust focus.
<b>Working Conditions:</b>	The employee is regularly in an office environment with controlled climate conditions. Noise level is generally moderate. At times, employee may be required to work outdoors. Hours may vary according to the needs of the department.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail

the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.