



Police Department

Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 * fax (928) 639-2409

Job Description

POLICE AIDE

DESCRIPTION: Under direction of the Chief of Police, this position primarily performs administrative tasks in support of the Police Department which includes direct assistance to the Chief, Sergeants and Patrol Officers and the public at large. Responsibilities involve general office and advanced level administrative work with confidential, restricted and sensitive information as well as a performing a variety of non-certified policing tasks. This is a front desk position providing customer service and assistance to incoming visitors and phone callers. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. Schedules may change depending on the needs of the organization.

CLASSIFICATION: Positions in this class are characterized by a thorough knowledge of office administrative duties and functions, highly responsible clerical tasks and efficient computer usage. Depending on departmental needs this position may also participate in certain non-certified law enforcement functions including animal control, parking violation enforcement, collision investigation, etc. An employee successful in this position is detail oriented, well-organized, and performs duties with minimal supervision. Job functions require the ability to think independently, use good judgment and apply strong communication and customer service skills. This is a non-exempt, full time position with benefit package.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Participate in the implementation of goals, objectives, policies and priorities of the Town and the Clarkdale Police Department;
- Assists with the organization and operations of the Police Department;
- Interact with the public, coworkers and business professionals from a variety of socioeconomic, ethnic and cultural backgrounds on a daily basis;
- Perform receptionist, administrative and office monetary duties;
- Create/initiate and maintain a variety of files, records, databases and information via hard copy, electronically, and/or on a variety of software;
- Perform searches of databases;
- Monitor and coordinate department supplies, travel, education and other expenses;
- Compile, monitor and maintain a variety of fiscal records and/or reports;
- Prepare, process, maintain and/or disseminate correspondence, reports, licenses, permits and other materials;
- Supervise part-time volunteers or employees as needed or assigned;
- Provides information to the public on Town services and operations;
- Perform duties of Notary Public;
- Perform and process fingerprint and background checks;
- Participate in the shuttling of marked and unmarked vehicles as needed;
- Maintain observation over compliant suspects, victims, witnesses and other persons;

- Perform searches of persons and effects of compliant arrestees of same sex;
- Perform functions of evidence custodian/alternate as designated, including receiving, accounting for and releasing evidence;
- Prepare and (electronically) enter reports, and supplements to reports, for walk-in and other persons where an officer is not required;
- Inspect, check out and receive animal traps;
- Schedule meetings, appointments and bookings as needed or assigned, providing notifications of such;
- Coordinate police sponsored community events and use of police property used for community events;
- Participate in coordination and implementation of police/emergency management volunteer program, including scheduling volunteers for specific functions and during disaster responses;
- Serve as radio/telephone operator and keep communication logs in an Emergency Operations Center and/or field command post;
- Perform other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance will be considered. A minimum two (2) years office experience required. Experience in customer service or public safety desired. A preferred applicant will have prior experience in the job requirement areas with a proven record of increasing levels of office administrative responsibilities including supervisory tasks.

Special Requirements, Licenses, and Certificates

- Prior to placement candidate must undergo and successfully pass background investigation and polygraph;
- Must possess a valid drivers' license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record;
- Must possess a Notary Public certification (or able to secure one within ninety (90) days of employment) and maintain active status;
- Must complete online training and testing about National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and equipment use;
- Knowledge to plan, interpret and apply related laws, ordinances, codes, rules, regulations and policies;
- Knowledge of general and accepted accounting practices;
- Skilled in the use of computers and various software;
- Ability to coordinate, evaluate and supervise tasks, projects and people;
- Ability to effectively use multiple technologies as daily working tools;
- Ability to adhere to confidentiality directives;
- Ability to review, create, maintain and produce accurate records and statistics;
- Ability to effectively communicate whether orally or in writing;
- Ability to organize and prioritize, and to work independently and effectively under time constraints and deadlines;
- Ability to establish and foster effective working relationships;
- Ability to exercise initiative, effectively prioritize and use appropriate discretion;

- Ability to be flexible in the face of change.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed within an inside office environment, however a variety of outdoor environments is not unusual;
- Work may require travel in order to manage projects or attend meetings or training events.
- The inside noise level is varied but usual to that of an office environment;
- The outdoor noise level is varied and can be loud at times;
- The employee may be required to walk up steps or over uneven flooring or terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- Abnormal working hours may be required including evenings, weekends, and/or holidays;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Town of Clarkdale is a drug-free and smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.