

POLICE TRAINING ASSISTANT

Definition:

Under general direction, performs a variety of responsible and confidential clerical tasks for the Lieutenant in charge of the Personnel Training Bureau in the Police Department; relieves the Lieutenant of a variety of office duties; assists in planning, organizing, scheduling and coordinating activities and functions related to the Bureau; and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Operates a typewriter and/or personal computer, printer and applicable software to produce a variety of correspondence, memoranda, reports and other materials; generates reports on applicant flow and scheduled/completed training; maintains the database and manual files for personnel training records and statistical reports, verifies information accuracy and researches discrepancies; gathers data and performs research as needed, composes correspondence and prepares reports and other documents independently; schedules interviews, conferences and appointments, makes travel arrangements and prepares itineraries for all department personnel and maintains the Bureau's calendar for activities; provides information to members of the public, in person or by telephone, where judgment, knowledge and interpretation of Police Department policies and regulations are necessary.

Maintains an inventory of the Bureau's video tape library and documents the use of videos by all Police Department personnel.

Performs a variety of specialized clerical, technical and confidential duties and other tasks related to the Bureau

Notarizes police applicant waivers and other related documents.

Coordinates Police Department building and equipment maintenance including the preparation of all work orders.

Performs liaison duties with the Police Officer Standards and Training (POST) area consultant and other POST personnel, the Standards and Training for Corrections (STC) area consultants and other STC personnel.

Assists Police Department personnel with individual training plans and makes recommendations for training to enable staff to comply with POST's Continued Professional Training requirements and/or specialized training needs.

Ensures that equipment and procedure manuals are issued to new employees and retrieved from separating employees.

Participates in police training related organizations and attends meetings.

Supervises Police Cadets as assigned.

Assists in identifying and resolving problems in training related issues.

Assists in monitoring the Bureau's budget, processes account transfers, purchase orders and invoices as needed.

May make recommendations regarding changes in policies and procedures.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

May lift and carry boxes of files and other items weighing 30 pounds or less.

Class Characteristics:

The Police Training Assistant is a single incumbent, non-sworn position in the Police Department with duties relating specifically to the training function. Assigned tasks require initiative and judgment over a wide range of situations.

Contacts and Relationships:

The incumbent has continuing interaction with Police Department personnel, other law enforcement personnel, vendors and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

Computer programs and word processing applications as they relate to area assigned.

General office practices and procedures.

Business letter and report writing.

Business math.

Methods and practices of financial, statistical, office and general record keeping/reporting.

Filing and indexing methods.

Ability to:

Perform highly responsible clerical work involving the use of independent judgment.

Learn, interpret and apply departmental policies, rules and regulations.

Compose correspondence independently.

Understand and carry out oral and written directions/assignments independently.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Prepare reports with accuracy and speed.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

Make accurate mathematical calculations.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software programs.

Maintain the confidentiality of sensitive employee/applicant data.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience: Three years of progressively responsible experience as a City of Fullerton Clerical Assistant III, Police Community Services Officer or similar position.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent may drive a vehicle on City business, and stands, walks, and may twist, reach, bend, crouch and kneel. The Police Training Assistant may also grasp, push, pull, drag and lift boxes of files and other items weighing 30 pounds or less. The incumbent must be able to meet the physical

requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Certification as a Notary Public of the State of California or ability to obtain certification within six months of appointment.

Type at a speed required for successful job performance.

Fair Labor Standards Act Designation: Non-exempt.

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