

TOWN OF MANCHESTER
POSITION GUIDE

Title: Police Services Aide
Department: Police
Reports To: Chief of Police

NATURE OF WORK

Under general direction of Sergeant or other senior officer, supports the Police Department by assisting administrative, professional or clerical staff in various roles in accordance with skill and training.

ESSENTIAL JOB FUNCTIONS

Processes prisoners and assists in prisoner maintenance.

Completes appropriate documents in written form.

Assists desk officer with routine duties such as answering the telephone, distributing mail or handling walk-in traffic at the front window.

Picks up departmental mail from Town Hall and/or make deliveries as requested.

Fingerprints applicants and/or prisoners.

Assists Evidence Officer with inventory.

Assists Records personnel; may complete required court paperwork.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and rules of the workplace.

Good social skills.

Ability to follow oral and written instructions and to complete forms in writing.

Ability to express oneself clearly and concisely and to deal effectively with employees and the public.

Ability to use Personal Computer for basic input and typing reports.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be able to push/pull/lift objects more than 20 lbs.

Must be mobile and able to walk, stand and sit.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

CONTINUED

Must be able to perform simple, manipulative skills such as writing and gross body coordination activities such as walking, stooping and be able to subdue hostile prisoners.

Must be able to see far away as in driving and up close as in typing a document or reading a report.

Must be able to communicate through human speech as in answering a telephone and able to hear normal sounds with some background noise as in hearing a telephone ring.

Must be able to concentrate on minimal to moderate detail with some interruption.

May be exposed to seasonal conditions as in outside weather.

Must be able to remember task/assignments for a few hours or several days.

Needs to attend to task/function from 45 minutes to more than 60 minutes at a time.

Ability to get along with co-workers, supervisors, customers and the public at large.

Possible exposure to body tissues and fluids.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a standard high school, technical school or equivalent as certified by the State.

One years' work experience dealing with the public required. Must possess valid Connecticut driver's license and be a United States citizen.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.