

## **JOB DESCRIPTION**

### **JOB TITLE: CIVILIAN POLICE ASSISTANT**

#### **JOB SUMMARY:**

The Civilian Police Assistant (CPA) works under the immediate supervision of the Administrative Lieutenant and the sworn officer and/or employee the CPA is assigned to. This position is governed by state and federal laws and department policy.

The CPA is a civilian employee, and does not have any law enforcement authority.

#### **EXAMPLES OF WORK:**

1. Complete errands when possible to free sworn personnel to perform police-related duties.
2. Transport division vehicles for fueling, washing and other maintenance.
3. Answer phones as necessary.
4. Perform tasks requested by sworn personnel and civilian personnel.
5. Report to the Division Commander or designee for daily duty assignments, request for leave and personnel issues.
6. Operate department vehicles for transporting heavy/large objects.
7. Copy documents as needed.
8. Pick up supplies and equipment as needed from various locations.
9. May take minor reports over the phone.
10. Testify in court as necessary.
11. Perform related responsibilities as required or assigned.

#### **WORK RELATIONSHIPS:**

The CPA has frequent contact with department personnel, other law enforcement agencies, businesses, and the public.

#### **KNOWLEDGES, SKILLS AND ABILITIES**

- Ability to conduct oneself in a manner above reproach, maintaining a good image for self and the department.
- Ability to answer the telephone, greet visitors, and provide information and assistance in a professional and courteous manner.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to communicate effectively orally and in writing.
- Ability to operate standard office equipment.

## **PHYSICAL REQUIREMENTS**

- Requires some degree of physical agility and manual dexterity, including sitting, standing, walking, climbing, lifting, squatting, stooping, and bending, some for extended periods of time, and all associated with performing the work of the position.
- Must be able to lift, lower, and carry equipment, boxes, copier paper, records etc. weighing up to 50 pounds.
- Must be able to drive a motor vehicle.

## **MINIMUM QUALIFICATIONS:**

- Be enrolled as a full-time student at an accredited institution of higher education.
- Be at least 18 years old, but no older than 21 years old.
- Be legally authorized to work in the United States.
- Possess a valid driver's license.
- The formal education equivalent of a high school diploma.
- Must have a clean record and pass an extensive background check

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description is subject to change as the needs of the Van Buren Police Department and requirements of the job change.