

## COMMUNITY AFFAIRS ASSISTANT I

NATURE AND VARIETY OF WORK

This is entry level work in identifying crime trends and receiving citizen complaints or expressions of community needs for crime prevention programs. An incumbent of this class investigates community needs and represents the department at civic or community meetings. Incumbents work under the close supervision of designated higher level positions.

Upon satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in developing and implementing community-oriented projects and programs designed to promote citizen participation in the prevention of crime.

Participates in neighborhood meetings with residents to foster relations which will be advantageous to the local community with respect to the crime prevention program.

Provides liaison between the Police Department and residents, local businessmen, community groups, social service agencies, and other law enforcement agencies in order to identify and assists in the resolution of existing/potential problems or conditions in the community.

Participates in residential and commercial workshops and security surveys in order to make security recommendations to businesses and residential participants in the crime prevention program.

Assists in evaluating and assessing the responsiveness of an established community program in order to make recommendations compatible with departmental policies and procedures.

Assists in analyzing and evaluating crime trends through the use of crime analysis reports and other resources in order to identify problems and arrive at appropriate resolution of problem areas.

Refers community inquiries to the appropriate source and performs follow-up procedures

to assure that appropriate services are being provided.

Assists in drafting responses to inquiries from citizens, businesses, community groups, etc., for supervisor's signature.

Maintains records and files.

Gathers statistical data to determine priorities from crime prevention activities, or for incorporation into management reports.

Assists in preparing flyers, information sheets, newsletter articles, etc. for public dissemination.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of crime prevention methods, practices and techniques.

Knowledge of civic and community organizations in the County.

Knowledge of social services available from public agencies.

Knowledge of the general operation of the law enforcement agencies.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to deal effectively and tactfully with a diverse range of individuals and groups.

Ability to compile statistical data.

Ability to maintain records and files.

Ability to work independently.

Ability to assist police personnel in the resolution of existing/potential problems in the community.

## MINIMUM QUALIFICATIONS

High school graduate or equivalent with college level courses in the social sciences, plus one (1) year of experience in human relations; or an equivalent combination of experience and training.

REVISED: 11/82

REVISED: 10/88