

COMMUNITY AFFAIRS ASSISTANT II

NATURE AND VARIETY OF WORK

This is full performance level work in identifying crime trends and receiving citizen complaints or expressions of community needs for crime prevention programs. Incumbents investigate community needs and represent the department at civic or community meetings. Incumbents work under general supervision and performance evaluation is based upon the effectiveness with which assignments are carried out.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Develops and implements 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.

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

Evaluates and assesses the responsiveness of an established community program in order to make recommendations compatible with departmental policies and procedures.

Analyzes and evaluates 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.

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

Maintains records and files.

Prepares periodic reports at management's request.

Consults with all levels of personnel within the department and provides technical information in order to determine priorities for crime prevention activities.

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

Drafts flyers, information sheets, newsletter articles, etc. for public dissemination.

Provides technical guidance to subordinate level personnel in the conduct of their work.

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

Considerable knowledge of crime prevention methods, practices and techniques.

Considerable knowledge of civic and community organizations in the County.

Considerable knowledge of social services available from public agencies.

Considerable 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 maintain records and files.

Ability to work independently.

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

Ability to prepare statistical and narrative reports.

Ability to provide technical guidance to subordinate level personnel.

MINIMUM QUALIFICATIONS

High school graduate or equivalent with college level courses in the social sciences, plus two (2) years of experience in human relations; or an equivalent combination of experience and training.

REVISED: 11/82

REVISED: 10/88