

POLICE RECRUIT

NATURE AND VARIETY OF WORK

This is an introductory class of work in preparing to become a Police Officer. Responsibilities include a variety of duties that provide exposure to various locations within the Police Department's operations. Incumbents may be assigned to various locations and required to perform para-professional, technical and clerical tasks which are germane to police work. Work is performed under the general supervision of a designated supervisory position and performance is evaluated in terms of accuracy and adherence to established guidelines, procedures and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Provides assistance to various Commanders within the Police Department concerning administrative matters.

Assists in collecting and analyzing statistical data for management reports.

Provides assistance in determining logistical support needs for setting up the examination and training rooms; assists the training division in preparing the Recruit Academy.

Receives, records and files incoming messages by use of teletypewriter; distributes messages on general and specific orders.

May be required to prepare and send teletype messages to various organizations.

Prepares and sends roll call data to each County Police district; reproduces micro-film records for the general public; uses microfilm camera and other equipment for reproduction of records.

Receives and acknowledges messages of reply or requests from mobile units.

Answers, screens and refers telephone calls.

Logs, files, sorts and delivers departmental mail; and assists in vehicle preparation.

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

Ability to acquire knowledge of County laws, ordinances and Police Department Regulations.

Ability to understand and carry out complex oral and written instructions.

Ability to deal courteously and effectively with others.

Ability to operate a motor vehicle.

Ability to maintain records in an accurate, retrievable manner.

Ability to exercise independent judgment.

MINIMUM QUALIFICATIONS

Graduation from high school or GED.

CONDITIONS OF EMPLOYMENT

Successful completion of appropriate examination, such as written test, background investigation, physical examination, psychiatric examination, polygraph and oral board, as required for the position of police officer.