

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BAKER ---- PARISH OF EAST BATON ROUGE

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OCCUPATIONAL INDEX TO CLASSES

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FIRE SERVICE

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LINE CLASSES

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*Competitive class

**Promotional class

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Original Adoption: 02-24-72

Revision Dates: 08-24-72, 09-03-74, 10-03-74, 11-14-74, 10-07-75, 11-03-76, 02-13-78,
09-25-78, 02-04-80, 03-02-82, 06-29-82, 09-26-84, 12-06-90, 04-13-94,
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FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class perform firefighting and fire suppression tasks such as controlling and extinguishing fires, forcible entry, first response and rescue, and salvage and overhaul. Firefighters receive extensive training in fire suppression and rescue techniques through formal classroom training, drills and evolutions, and on-the-job supervision. Employees of this class maintain fire department equipment, building, and grounds. Firefighters perform their duties and responsibilities under close supervision and direction from a Fire Captain. The class of Firefighter ranks directly below that of Fire Equipment Operator.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs firefighting tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilation; and using ladders, lines, and other specialized equipment. Performs rescue and first responder tasks, including removing fire and accident victims to safety, and administering first aid and emergency care, as necessary. Reads haz-mat symbols to identify flammable or hazardous materials. Acts to contain or control the spread of hazardous materials. Performs tasks in salvage and overhaul using appropriate tools, equipment, and supplies. Participates in fire cause determination, and informs superior officer of suspected arson. May be required to drive and operate fire apparatus in the absence of the Fire Equipment Operator.

Participates in assigned training drills or in-service training. Reads and studies firefighting training materials on an individual basis and keeps up to date on pertinent information related to firefighting. Studies basic laws and regulations, and revisions or updates of basic laws. Learns and maintains proficiency in safety procedures for special emergencies. Learns and recognizes hazmat symbols. Studies direct routes, location of streets, water mains, and hydrants in station area.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Makes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Performs tasks necessary for the proper maintenance of fire station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, and mowing grass. Inspects fire station and notifies officer in charge of needed repairs. Assist in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items.

Performs public relations duties such as calming excited citizens at an emergency scene, receiving and responding to questions from the public, and providing information to the public concerning the work of the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention or fire safety.

Assists in pre-fire planning for industrial and commercial structures and residential areas. Assists in drawing preplanning maps and diagrams. Updates hydrant maps and vital building books.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Firefighter BK

Original Adoption: 08-24-72

Revision Dates: 10-07-75, 09-25-78, 09-21-81, 09-26-84, 11-15-94, 08-30-00, 09-22-05,
11-19-09, 06-30-11

FIRE EQUIPMENT OPERATOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is responsible and skilled fire fighting work involving the operation of apparatus and equipment, and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Work involves the protection of life and property, prevention of fire hazards, and general duties relating to the care and use of departmental equipment and property. Employees of this class are responsible for driving assigned fire apparatus to and from the scene of fires and emergencies and operating pumps and other equipment as required. Work is performed under the direction of a superior officer.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Drives, operates, cleans, and maintains assigned fire fighting apparatus.

Makes written and oral reports where necessary.

Participates in general fire prevention, rescue, and fire fighting work, when necessary.

Attends and participates in training sessions.

Performs related duties as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter for at least two years in that class with the department immediately preceding the closing date for application to the board.

Fire Equipment Operator BK

Original Adoption: 09-25-78

Revision Dates: 04-13-94, 11-15-94, 08-30-00, 09-20-07, 06-30-11

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is supervisory, skilled fire prevention, rescue, and fire fighting work. Supervising the activities of a fire company at the station and scene of fires, rescue, and other emergencies is entailed in this position. Work involves responsibility to proper maintenance and operation of a fire station, fire fighting equipment, training, and managing fire fighting personnel. Employees of this class are directly responsible to the chief and their work is reviewed by him.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Responds to all incidents assigned to his company.

Directs and assists in work of subordinates.

Inspects apparatus and equipment, grounds, and station to insure proper order and condition.

Performs minor clerical work.

Inspects public buildings.

Prepares and conducts employee training courses.

Performs related duties as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Equipment Operator with at least two years in that class with the department immediately preceding the closing date for application to the board.

Fire Captain BK

Original Adoption: 08-24-72

Revision Dates: 10-07-75, 09-25-78, 04-13-94, 11-15-94, 08-30-00, 09-20-07, 06-30-11

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs respond to all fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, inspecting buildings for fire hazards, and performing pre-fire planning. District Fire Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by a superior officer. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Monitors and evaluates local conditions which may become fire or safety hazards. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in departmental procedures are needed. Keeps informed on modern fire fighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Directs emergency scene activities until relieved by superior officer. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in the handling of emergencies involving hazardous materials. Assists in maintaining communications between the fire scene and other authorized personnel. Secures the fire scene and collects and labels evidence of suspected arson. Personally acts as part of the fire attack team when necessary. Provides for the needs of the emergency

personnel at the scene of a fire. Acts as coordinator between firefighters and other emergency personnel at the scene of an incident.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Investigates complaints against department personnel and formulates a recommendation for reply to complaint or for action to be taken. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Conducts training in pre-fire planning. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Researches the best methods of handling specific fire department tasks such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Investigates all accidents or complaints involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Arranges for needed repairs and maintenance or assigns such qualified departmental personnel. Maintains inventory of supplies and equipment.

Assists in the preparation of the departmental budget by helping compile and organize the data needed to prepare the budget. Writes reports, completes any forms and records required, and prepares LFIRS reports. Compiles and organizes data needed for reports. Maintains records on personnel training including classroom instruction and drills and evolutions.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Participates in special projects designed to improve the public image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Participates in conferences, conventions, and other educational meetings as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain with at least three (3) years in the class with the department immediately preceding closing date for application to the board.

District Fire Chief BK

Original Adoption: 12-27-06

Revision Dates: 04-11-07, 06-30-11

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing those specific fire department functions assigned by the Chief. The employee of this class performs the duties of the Fire Chief in the chief's absence and supervises all subordinate department employees. The Assistant Fire Chief performs public relations functions, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Fire Chief in the absence of the chief. Manages the operation of one or more assigned fire department divisions or functions. Sets management policies, goals, and objectives for the department or an assigned function or division. Participates in the planning for programs and activities of the department. Assists in determining how the department should be organized, including number of operating units and distribution of such units. Observes the operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Investigates complaints against department personnel and makes a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings. Keeps informed on local trends that may affect the fire service when attending meetings, conferences, conventions, and other educational meetings. Maintains promotional eligibility lists and interviews prospective employees. Makes recommendations for hiring in accordance with civil service law.

Manages the accounting for the money and assets of the fire department. Gathers and organizes the data needed to compile the budget. Prepares and submits the departmental operating

budget to the Fire Chief. Prepares expenditure estimates and authorizes the expenditure of department funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records. Purchases equipment and supplies, keeping such purchases within the established budget.

Assists in making decisions concerning what information should be included in all records of the department and in determining in what form this information should be kept. Supervises the preparation and maintenance of all department records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Compiles and analyzes data needed for reports. Completes forms and records, and writes reports required to document the operation of the department, including LFIRS reports and requests for grants or other special funds.

Works with firefighters' labor unions and other unions whose operations affect the careers of the fire department personnel. Coordinates special projects to enhance the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department.

Supervises subordinate fire department employees by assigning work schedules, reviewing reports written by subordinates and providing assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and discusses work performance with subordinates and superiors. Holds meetings for the purpose of receiving reports and disseminating information. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Directs emergency scene activities performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, and salvage and overhaul. Directs subordinates in the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Assists in developing a training program for the department and in insuring that the program is properly staffed and supplied with resources. Evaluates training needs of the department and recommends outside training to meet these needs when necessary. Conducts training in pre-fire planning.

Provides for the security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Manages the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Arranges for repairs and inspects equipment after repairs to see that these were properly accomplished. Writes specifications for new fire department equipment and prepares these for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department. Orders and disburses supplies and equipment.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief with at least one (1) year in the class with the department immediately preceding closing date for application to the board.

Assistant Fire Chief BK

Original Adoption: 03-02-82

Revision Dates: 04-01-91, 11-15-94, 08-30-00, 04-11-07, 06-30-11

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the mayor of the city of Baker.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies and determines goals and objectives for the department. Evaluates the organizational structure of the department, and determines the functional and territorial divisions for optimal utilization of resources. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Directs programs of fireground communications, pre-fire planning, fire inspection, and fire investigation. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Locates available grants and writes requests for fire protection and prevention projects and administers grant-funded projects.

Manages the operation of the general accounting system for the department. Prepares a departmental operating budget, including collecting and analyzing fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Provides subordinates with supplies, tools, and resources as necessary and ensures that resources are used economically. Purchases equipment and supplies within the established budget. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower to most efficiently provide the required services while minimizing expense. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Provides for employee complaints and grievance resolution procedures for the department. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, outlining responsibilities and duties, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Evaluates the work performance of subordinates and writes employee evaluation reports. Reviews incoming communications, making assignments or routing work to the appropriate person. Directs and monitors intermediate command staff members responsible for various aspects of operation to ensure effectiveness of procedures. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Holds formal meetings for the purpose of receiving information and disseminating information.

Evaluates training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Serves as an instructor for formal classroom training and provides for outside instruction. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance and cooperation in training and/or fire protection efforts when required.

Develops and implements a safety program for the department and trains subordinates in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Performs fire suppression duties as may be required in order to assist in the control of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews products and specifications for fire department equipment. Oversees the process of maintaining an inventory of supplies and equipment for the department, including the process for ongoing review of availability of supplies and equipment, the ordering of supplies and equipment, and the storage of such items. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Writes letters in response to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Testifies on proposed legislation before legislative committees. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Attends conferences, conventions, training courses, and other educational meetings.

Performs any other related duties.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least eight (8) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) years of experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief BK

Original Adoption: 09-20-07

Revision Dates: 06-30-11

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing office functions and handling clerical duties. The work involves frequent contact with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief and acts as backup in maintaining personnel files for the department. The Secretary to the Fire Chief has the authority to work independently in most areas, performing special tasks with only general instructions. The Secretary to the Fire Chief reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Answers telephone calls and handles any routine questions or requests by callers or visitors to the office. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Takes minutes or notes at assigned meetings in the Chief's absence and transcribes these notes using speed writing. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Proofreads typed material and corrects errors. Replies to any routine correspondence on own initiative following departmental procedures or from directions by the Fire Chief. Composes business letters in answer to requests addressed to the department or as required to handle the needs of the department. Compiles, organizes, and analyzes data needed for reports.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, by subject matter, and/or by code. Assigns cross-indexing numbers to files if necessary. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance with legal requirements.

Opens incoming mail for the Fire Chief. Briefly reads or reviews incoming materials and sorts according to subject matter. Stamps material to record date and/or time it was received, and processes or files the material according to department procedures.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Acts as backup for completing personnel time records for the finance department and for maintaining personnel files. Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **And** six (6) years of experience in varied clerical work, at least two (2) of which must have been in a high level clerical position.

OR

Must have a degree from an accredited four (4) year college or university and two (2) years of experience in a high level clerical position.

Must be not less than eighteen (18) years of age.

Secretary to the Fire Chief BK Original Adoption: 04-22-02 Revision Dates: 11-19-09, 06-30-11

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in law enforcement work with the police department. Employees are trained for and then perform traffic law enforcement and accident investigation, criminal investigation, general patrol work, and related law enforcement duties. They may also be assigned duties in specialized areas such as crime prevention and public relations. After training, entry level police officers receive general instruction only in most assigned areas of work, having work reviewed by and reporting to a designated shift supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general patrol duties; drives patrol car in an unspecified pattern and at varying speeds in order to increase police visibility, to discourage traffic violations and other criminal activity, and to discover crimes in progress; observes doors and windows of banks and business establishments to ensure their security and to check for signs of damage and/or illegal entry; drives to and around areas of high crime incidence to look for criminal and/or immoral activity, and to make presence known to prevent criminal activity.

Performs duties at the scene of a motor vehicle accident; summons emergency equipment needed at an accident scene, in order to provide the necessary services as quickly as possible; protects accident scene from disturbance; removes (or assists in removing) dead or injured from wrecked vehicles; interviews operators, occupants, and witnesses in order to help determine how, when, and why the accident occurred; completes accident report forms.

Performs service calls; examines ill or injured persons and administers the appropriate first aid treatment in order to prevent further injury or loss of life.

Performs duties at the scene of a fight or domestic dispute; separates parties involved in a fight situation by physically intervening or escorting one party out of reach of the other, in order to prevent injury to any of the parties involved; attempts to calm parties involved in a fight situation in order to gain control of the situation.

Performs duties for control of emergency situation; secures the scene of a crime or emergency by blocking off the area with barricades, ropes, etc., and by standing guard, in order to prevent damage, loss, or injury.

Performs investigations of crimes and makes arrests; reports description(s) of suspect(s) by radio transmission in response to criminal actions, in order to aid fellow officers in the apprehension of suspects; collects and labels evidence taken from the crime scene; talks to complainant, witnesses, and others, to obtain facts and information about various crimes; makes arrests according to law and established procedure.

Testifies in court by presenting facts and/or evidence related to the case and by answering attorneys' and magistrate's questions, in order to present evidence for the proper disposition of the case.

Appears at schools in assigned area to present talks and programs on police related matters when requested or directed to do so; talks before groups of adults to provide information on traffic safety, drugs and narcotics, and other police related matters.

Composes and writes all reports required to be submitted at the conclusion of a patrol to make the information immediately available to supervisors.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Police Officer BK

Original Adoption: 08-24-72

Revision Dates: 10-07-75, 09-21-81, 05-13-85, 11-15-94, 08-30-00, 11-19-09, 06-30-11

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances and for the protection and safeguarding of life and property. Work involves making regular patrols and investigating accidents or suspicious activities in accordance with departmental rules and regulations. Employees of this class exercise supervision over an assigned police officer or group of police officers at the direction of a superior and perform routine clerical work. An employee or employees of this class may also investigate and follow-up matters concerning juveniles. Employees of this class are supervised directly by a Police Lieutenant, but must exercise independent judgement in emergency situations.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Instructs subordinates in the performance of their duties.

Does patrol work in company with another officer or alone; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal Code, and speeding and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons or violators; investigates vehicles illegally abandoned or abandoned under suspicious circumstances; makes other investigations as required.

Directs traffic and/or supervises traffic direction to reduce and eliminate congested traffic conditions.

Investigates accidents, keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of accidents giving conditions and causes of accidents; issues violation tickets; supervises removal of injured persons to hospital and the removal of debris to restore traffic flow.

Maintains or supervises the maintenance of records and reports.

Makes arrests and prefers charges; appears in court as a witness.

Maintains order in crowds and public gatherings and directs the work of others to accomplish this.

Reads assigned material to keep up with modern methods of police work.

Investigates and follows-up all complaints involving juveniles and performs related work such as counseling and maintaining records of juvenile work.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer with at least three (3) years in that class with the department immediately preceding application to the board.

Police Sergeant BK

Original Adoption: 08-24-72

Revision Dates: 10-07-75, 11-03-76, 02-04-80, 04-13-94, 11-15-94, 08-30-00, 09-20-07,
04-13-11, 06-30-11

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, supervisory positions, the primary duty of which is directing the activities of a patrol shift. Incumbents of this class supervise the uniform patrol division and communications services on an assigned shift, overseeing law enforcement activities of subordinate officers and completing records and reports of shift activities. Police Lieutenants evaluate operations on their assigned shifts and make recommendations for correcting problems. Employees of this class work independently in most areas with work assigned by a superior officer. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs activities of the patrol division on an assigned shift, including all uniformed officers and communications personnel on that shift. Recommends management policies, goals, and objectives for the assigned shift. Inspects patrol operations on the assigned shift, evaluates the effectiveness of the operations, and recommends changes to correct problems.

Completes forms and records and writes reports required to document activities of the assigned shift.

Makes speeches or conducts demonstrations on law enforcement or crime prevention topics for schools or civic groups. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Conducts roll call in order to give on-coming shift pertinent information related to policy changes, directives, and orders. Holds meetings for the purpose of receiving reports and disseminating information. Assigns work or duty areas and approves leave. Reviews reports written by subordinates and evaluates their work performance. Provides on-the-job training and assistance in technical areas of work, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances and maintains discipline.

Directs patrol operations, including overseeing functions such as investigating complaints received by the department, handling disturbance calls, protecting scenes of crimes, apprehending and arresting persons suspected of committing crimes, and testifying in court.

Directs traffic control and accident investigations, including overseeing functions such as stopping vehicles whose drivers have committed traffic violations, issuing warnings and citations, handling hazardous traffic situations, and conducting investigations of traffic accidents.

Directs the handling of juveniles activities, including overseeing functions such as patrolling areas of the city where juveniles congregate to prevent or handle problems which may arise involving juveniles, investigating crimes when juveniles are suspected to be involved, and attempting to locate juvenile runaways.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant with at least one (1) year in that class, and at least five (5) years of employment with the department immediately preceding application to the board.

Police Lieutenant BK
Original Adoption: 10-03-74
Revision Dates: 11-03-76, 07-16-80, 04-01-91, 11-15-94, 08-30-00, 09-20-07, 04-13-11, 06-30-11

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory police positions, the primary duty of which is directing an assigned area of law enforcement for the department, which may include one or more department functions. Police Captains supervise subordinate officers in the performance of law enforcement duties in the areas of patrol, traffic control and traffic accident investigation, criminal investigation, and handling of juveniles. They assign work and schedule time-off, provide technical assistance, and review and evaluate the work performance of assigned subordinates. Police Captains work independently in most areas, with instructions for special assignments received from a superior officer. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs patrol operations, supervising uniformed officers and communications personnel, or directs operations of the criminal investigation division of the department. Assists superior officers in organizing activities of the assigned functions and assists in making decisions on the deployment of personnel. Investigates complaints against department personnel and formulates a recommendation for action to be taken on the complaint. Reviews incoming communications for the shift or division and routes work to the appropriate person or location.

Completes forms and records, and writes any reports required to document assigned activities.

Answers questions for the public about the work of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Conducts roll call in order to give on-coming shift pertinent information related to policy changes, directives, and orders. Holds meetings for the purpose of receiving reports and disseminating information. Assigns work or duty areas and approves leave. Reviews reports written by subordinates and evaluates their work performance. Provides assistance in technical areas of work and counsels employees who are experiencing work problems. Maintains discipline.

Directs patrol operations, including overseeing functions such as investigating complaints received by the department, handling disturbance calls, protecting scenes of crimes, apprehending and arresting persons suspected of committing crimes, and testifying in court.

Directs traffic control and accident investigations, including overseeing functions such as stopping vehicles whose drivers have committed traffic violations, issuing warnings and citations, handling hazardous traffic situations, and conducting investigations of traffic accidents.

Directs the criminal investigation activities of the department, including personally performing investigations of thefts, burglaries, robberies, homicides, violations of narcotics laws, sex offenses, arson, and forgeries. Makes searches and collects evidence. Interviews witnesses and interrogates suspects.

Directs the handling of juveniles, including overseeing functions such as investigating reports of suspected child abuse or criminal neglect, investigating crimes when juveniles are suspected to be involved, and attempting to locate juvenile runaways.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least one year in that class with the department immediately preceding application to the board.

Police Captain BK

Original Adoption: 11-03-76

Revision Dates: 04-01-91, 11-15-94, 08-30-00, 09-20-07, 06-30-11

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory law enforcement positions, the primary duty of which is assisting the Police Chief in overseeing the operation of the police department. An incumbent of this class may be assigned to perform the duties of the Police Chief in the absence of the Chief. Employees in the class of Assistant Police Chief oversee the management and maintenance of equipment and supplies, make purchases for the department and assist in accounting for money and assets, provide for the keeping of records on personnel and equipment, and assist the Police Chief in performing all administrative functions of the department. The Assistant Police Chief also supervises and trains subordinate department personnel in the performance of law enforcement duties. This class ranks directly below that of Police Chief, and incumbents of the class receive work assignments from and have work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Police Chief in the Chief's absence. Assists the Police Chief in conducting research and planning for programs and activities of the department; assists in determining how to organize assigned services of the department and in deploying personnel. Recommends management policies, goals, and objectives. Conducts inspections of department services, evaluates the effectiveness of the services, and makes recommendations for correcting problems. Reviews incoming communications and routes work to the appropriate person or location.

Reviews new laws, regulations, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies, such as retirement boards and police officer training agencies, offering information and assistance when required.

Authorizes the expenditure of funds allocated for police department operations, making sure such expenditures are within department budget. Purchases or recommends the purchase of equipment and supplies.

Assists the Police Chief in determining what information should be included in department records. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document activities of the police department. Writes letters to answer requests or to handle needs of the department.

Serves as representative for the department at meetings of committees and civic groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics at schools or for citizens' groups. Answers questions for the public about the operation of the police department or related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Assigns work and approves leave. Holds meetings for the purpose of receiving reports or disseminating information. Reviews reports written by subordinates. Provides on-the-job training for subordinates and assistance in technical areas of work. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Writes employee evaluation reports. Maintains discipline among employees of the department.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Serves as an instructor.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property of the department. Arranges for repairs and makes inspections to see that these were properly accomplished. Maintains department inventory of supplies and equipment, and orders and disburses supplies.

Assists the Police Chief in managing all law enforcement functions of the department, including patrol, traffic control and traffic accident investigation, criminal investigation, special tactical operations, handling of juveniles, and administration of the jail.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain with at least one year in that class with the department immediately preceding application to the board.

Assistant Police Chief BK

Original Adoption: 11-14-75

Revision Dates: 11-03-76, 04-01-91, 11-15-94, 08-30-00, 09-20-07, 06-30-11

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by Communications Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Police Communication Officer BK Original Adoption:	02-13-78
Revision Dates:	08-20-81, 06-29-82, 09-26-84, 11-15-94, 08-30-00, 11-19-09, 06-30-11

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports, and records, and all other duties of a secretary, including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking officers.

EXAMPLES OF WORK

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material;

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Reads reports and summarizes information therein for chief to review without necessary time loss. Prepares more comprehensive reports and information breakdown for chief's examination;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of modern office practices and procedures and of business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents and resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines, and other office equipment;

Ability to handle routine clerical operational details independently;

Ability to accurately and effectively take and transcribe dictation and to type from notes and recordings;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Secretary to the Police Chief BK

Original Adoption: 09-03-74

Revision Dates: 08-20-81, 09-21-81, 11-15-94, 08-30-00, 11-19-09, 06-30-11

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. The duties of Police Records Clerks include entering data into the department computer system, typing and filing, and acting as receptionist for the department. Police Records Clerks perform routine duties independently, reporting to and having work reviewed by the Secretary to the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Enters routine information in departmental records. Compiles and organizes data and writes reports needed for the operation of the assigned division. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction.

Assists in periodical inspections of systems and facilities for maintaining records and reports. Operates a computer terminal in order to enter, copy, or remove information. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator, or mathematical computer software when required.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Takes and transcribes dictation using longhand. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters using correct grammar and punctuation.

Participates in setting up a filing system and revising such system when necessary. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading.

Acts as receptionist to department visitors, including answering telephone and placing calls, and handling routine questions and requests. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Assists in maintaining a library or archives of materials for future use or reference by department personnel.

Keeps records on the location of materials removed from files and traces missing files. Provides informal or "on-the-job" training for new employees. Participates in accounting for the money and assets of an assigned division. Assists in making calculations necessary to compute payroll. Prepares purchase requisitions according to department procedures. Orders supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Police Records Clerk BK Original Adoption: 06-09-03 Revision Dates: 11-19-09, 06-30-11
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