

POLICE SERVICES ASSISTANT

(Milwaukee Police Department)

THE PURPOSE of this position is to support basic Police operations and functions by performing a variety of specialized duties not requiring the attention of a sworn Police Officer.

ESSENTIAL FUNCTIONS:

- ❖ Book persons who have been arrested.
- ❖ Respond to non-emergency police calls as deemed appropriate by the Chief of Police.
- ❖ Assist Community Liaison Officers with nuisance property investigations.
- ❖ Direct traffic, such as at minor traffic crashes, large events and fire scenes. Assist with accident clean-up.
- ❖ Testify in Court, provide depositions, testify at traffic infraction hearings, criminal hearings and civil trials.
- ❖ Take and file complaints from persons at Police District Stations.
- ❖ Conduct follow up on missing persons and file appropriate reports.
- ❖ Peripheral Duties include: May be assigned to train new Police Services Assistants; may need to respond to Department call-outs in cases of emergencies, severe weather and natural disasters; and may be assigned to deliver reports and other documents to persons and locations.
- ❖ Perform other job related tasks as assigned.

NOTE: Persons hired for this position may be assigned to work the early shift (4 p.m. to midnight) or late shift (midnight to 8 a.m.).

MINIMUM REQUIREMENTS:

1. One year of successful experience in a position involving public safety, law enforcement support, the enforcement of codes, ordinances, regulations or statutes or other related experience.
2. Valid driver's license at time of background investigation.
3. City of Milwaukee residency required within six months of appointment and throughout employment.

OTHER REQUIREMENTS:

- ❖ Honesty and integrity and the ability to maintain confidentiality. Must be able to pass an extensive background investigation.
- ❖ Ability to perform the physical requirements of the position. Must be able to pass a job related medical examination.
- ❖ Must be able to withstand inside and outside environmental conditions, extreme cold and heat, noise, hazards, atmospheric conditions, oils and other fluids.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Ability to learn the laws, ordinances, and policies governing law enforcement in WI and the City of Milwaukee.
- ❖ Ability to learn the principles of investigation and identification, criminal law and procedures.
- ❖ Ability to understand and carry out oral and written instructions during emergency and non-emergency situations.

- ❖ Ability to communicate effectively with a variety of persons.
- ❖ Ability to maturely deal with conflict and with emotionally upset persons.
- ❖ Ability to mentally visualize locations and routes within the City of Milwaukee.
- ❖ Ability to deal with difficult situations, such as those involving injured, frightened, distraught, disoriented or fatally injured persons.
- ❖ Ability to learn and accurately recall names, places and incidents.
- ❖ Ability to wear issued bullet resistant body armor and duty belt while performing duties.
- ❖ Ability to establish and maintain effective working relationships with department officials, employees, member of other agencies and the general public.
- ❖ Ability to write basic reports using proper grammar.
- ❖ Ability to draw diagrams of accident scenes.
- ❖ Ability to exercise sound judgment and rational thinking under strenuous and hectic circumstances; evaluate options and alternatives and choose an appropriate and reasonable course of action; and demonstrate needed intellectual capabilities during testing and training.
- ❖ Ability to use standard office software and hardware and Police communications equipment.

THE CURRENT SALARY RANGE (498) IS: \$33,134 to \$38,786 annually.

07-Police Services Assistant
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