

CITY OF SALINAS

COMMUNITY SERVICE AIDE

BARGAINING UNIT/CLASS CODE:

Temporary / S07

DEFINITION

Assist in performing a wide variety of field and office law enforcement work which does not require officer training, authority or experience.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned higher-level sworn personnel, and general supervision from other personnel as directed. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Serving as a field or desk aide taking telephone or in-person reports of criminal incidents. Receiving and processing abandoned vehicle notices. Assisting in the collection and preservation of physical evidence. Performing crime prevention, community relations and technical support duties with sworn personnel, including subpoena service, non-emergency crime report writing, basic computer data entry, general clerical and related duties as assigned.

PHYSICAL CONDITIONS

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead; physical mobility sufficient to move in and out of a vehicle repeatedly; occasionally lift more than 50 pounds, repetitively lift up to 30 pounds; physical stamina sufficient to sit and drive for prolonged periods of time; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions.

WORKING CONDITIONS

The position requires a combination of fieldwork moving in and out of a vehicle for an entire shift writing citations, or assisting with traffic control, and working in an office environment. Fieldwork requires a tolerance for all types of weather conditions, heat, rain fog evening and day shifts. Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.

QUALIFICATIONS

Ability to:

Learn, interpret and apply laws and regulations. Communicate clearly and concisely. Work cooperatively with others and deal effectively with the public. Prepare accurate and grammatically correct written reports and perform basic mathematics.

**CITY OF SALINAS
COMMUNITY SERVICE AIDE (continued)**

Special Requirement:

Applicants must be 18 years or older by hire date. Prior to appointment, all candidates must pass a polygraph examination and a thorough background investigation.

License or Certificate:

Possession of a valid California Class "C" Driver's License.

Education and Experience:

Any combination equivalent to graduation from high school or GED by the time of appointment

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 5-03, REV: 2-07