



**City of Casa Grande**

## **Police Aide**

**GENERAL PURPOSE:** Under general supervision, performs a variety of generalized public safety work in providing alternative police responses to non-emergency calls for service, answering general telephone inquiries and taking selected offense reports, and other tasks to support Police operations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives non-emergency calls for service and writes reports within established criteria.
- Responds to citizen inquiries at reception desk or via telephone.
- Completes routine follow-up investigation details as requested; completes supplemental reports on assigned cases.
- Responds to non-emergency calls for service when a sworn officer is not required.
- Responds to abandoned vehicle complaints and monitors transport/impound procedures per City ordinance.
- Participates in community-based policing outreach efforts.
- Processes minor crime scenes.
- Receives and issues receipts for bond monies in the absence of records personnel.
- Fingerprints citizens when requested.
- Prepares a variety of reports and records.
- Provides court and criminal investigation testimony as necessary.
- Performs traffic control duties and provides motorist assistance.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
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**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, and one (1) year of related work experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of the geography of the city and the location of important buildings.
- Knowledge of the criminal justice and court systems, Arizona procedures and protocols.
- Knowledge of basic criminal and juvenile law, disposition policies and court procedures.
- Knowledge of the principles and practices of record keeping and records management.
  
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure and working effectively under stressful conditions.
- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Skill in operating motor vehicles.
- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

**Physical Demands / Work Environment:** Work is performed outdoors and in various law enforcement facilities.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*