

## **POLICE ASSISTANT II**

### **DEFINITION**

Under general supervision, performs parking enforcement activities; occasionally performs a variety of routine law enforcement activities, including serving subpoenas, fingerprinting, relieving at the complaint desk, and processing abandoned vehicles; performs other related duties as required. This is not a sworn Peace Officer position; no weapon will be authorized.

### **EXAMPLES OF DUTIES**

Performs assigned duties relative to parking enforcement which are of a routine and limited nature, including enforcement of parking regulations, observes and marks parked cars, issues parking citations, contacts vehicle tow service for removal of cars parked illegally, and explains parking regulations to motorists. Other responsibilities include directing traffic, carrying out school security checks, police station security checks, processes abandoned vehicles and animal complaints, handles transportation details, prepares reports of actions taken and unusual incidents observed; testifies in court when citations are contested; and fingerprints citizens.

#### **Emphasis One:**

##### **Property and Evidence Technician**

Performs property and evidence duties including intake, classification, tracking, disposal, and release duties. Works primarily in the Police Property Room. Interacts with personnel from within the Police Department, the court system, and the County crime laboratory.

#### **Emphasis Two:**

##### **Court Liaison**

Reviews official police records such as arrest reports and associated documents. Determines timelines and official tasks associated with court documents and incarcerated individuals. Conveys official documents to the District Attorney's office for filing of charges. Represents the Daly City Police Department at the San Mateo County Courts.

**MINIMUM QUALIFICATIONS**

**Ability to:** Understand and follow verbal and written directions and Department rules and regulations; learn standard broadcasting procedures of a police radio; prepare clear and concise written reports; observe accurately and remember names, faces, numbers, incidents and places, think and act quickly in emergencies, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from high school or equivalent.

**Experience:** Two years of experience as a Police Assistant.

**Age:** Must be 18 years of age for entrance.

**Physical:** Have the physical strength, stamina, and agility adequate to perform all duties of a Police Assistant II.

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

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