

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Police Assistant

**TITLE #:** 1468

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves administrative clerical duties involving the preparation and maintenance of records and documents unique to police activities and functions. The work is performed in accordance with established policies and procedures. This class differs from that of Police Dispatcher in that the primary duties and responsibilities are of a clerical, records keeping nature. Work is performed under the supervision of the Chief of Police. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Operates an electronic information or data processing system;

Types on keyboard or typewriter, files, updates and maintains police records and/or files;

Reviews, codes and classifies police reports and/or records for filing in an electronic information retrieval system;

Directs communication operations within the department, including the operation of a two-way radio and teletype communication system;

Responsible for developing work schedule of employees in the Communication Division and members of the Police Department;

Provides training in the use of teletype and computer systems;

Administers and maintains records regulated by Town/ Village Law as assigned;

Receives, sorts, indexes and files a variety of records, reports and/or documents;

Answers telephone and records messages or makes proper referrals; prepares memos, reports, and/or other correspondence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of office practices and procedures; including use of computer, teletype and two-way radio; good knowledge of police policies and procedures; skill in following and applying written and oral directions; clerical aptitude; ability to record and file data accurately; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience in a law enforcement agency;
- B. Five (5) years of experience as described in (A) above.

**JURISDICTIONAL CLASSIFICATION:** Competitive

Revised 8/7/18