



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Public Service Officer	LAST UPDATED:	05/23/2016
DEPARTMENT:	Police	JOB CLASS:	
REPORTS TO:	Police Supervisor	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of a Police Supervisor, performs a variety of administrative and support services within the police department where a licensed police officer is not required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Conducts research activities and projects as assigned.
- Responsible for processing MUNIS entries for purchasing department equipment and services.
- Assists with the maintenance of department vehicles by performing minor repairs and delivering and picking up vehicles from the City vehicle maintenance shop.
- Picks up, meters, and delivers mail to City Hall and other City Departments.
- Maintains and audits an inventory of assets belonging to the police department.
- Commissions and de-commissions assets belonging to the police department as necessary.
- Works with the NTAA to obtain, maintain, and audit toll tags for first responder vehicles.
- Escorts vendors and contractors throughout the secured areas of the police department as needed.
- Cleans and performs upkeep and preventative maintenance on Police facilities including painting, replacing tile, assembling equipment and furniture.
- Orders, receives, tracks and distributes inventory of police uniforms, equipment, supplies, and forms for patrol, traffic and other areas of the police department.
- Assists Police Officers with traffic control, security patrol, and delivering police related equipment to work and patrol sites as needed.
- Provides logistical support as needed during major incidents and for city events.

Other Important Duties:

- Fingerprints individuals as a requirement for their employment.
- Travels to pick up/deliver vehicles, equipment, mail and supplies, and to attend meetings and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of police department practices, policies and procedures for assigned area.
- Knowledge of computers and related equipment, hardware and software to maintain databases, files and records.
- Knowledge of general office equipment and operational practices and procedures.
- Knowledge of inventory control and purchasing practices and procedures.
- Knowledge of basic custodial and maintenance practices and procedures.
- Skill in effective oral and written communications.
- Skill in assisting in a variety of administrative and routine department duties.
- Skill in following verbal and written directions.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D.
- Must pass a pre-employment drug screen, criminal background check, MVR check, physical agility, polygraph test and/or post-offer physical exam.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in municipal police department office.
- May be subject to exposure to extreme weather conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and water borne pathogens.
- May be subject to exposure to vehicular traffic when assisting in traffic control, placing/retrieving traffic radar trailer, and picking up or delivering department vehicles.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, police radio and department vehicles. (Some positions may require specialty equipment or materials specific to the area of assignment.)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Approved By:

John W. Bruce
John W. Bruce, Chief of Police

6/13/16
Date

Shannon Allyn
Shannon Allyn, HR Generalist

6/20/2016
Date