



Town of Hillsborough Positions Descriptions Police Service Technician

Department: Police
FLSA Status: Non-exempt

Bargaining Unit: Police
Revision Date: 08/02/00

GENERAL PURPOSE

Under general supervision, performs a variety of routine administrative tasks to provide relief to sworn-personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform, but are not limited to, the duties noted below on a regular basis:

- Drive police vehicles to conduct routine errands and maintenance;
- Fingerprint individuals as requested;
- Assists with parking control and enforcement;
- Takes non-emergency police reports;
- Acts as court officer, preparing and delivering documents to court;
- Responsible for evidence in transit;
- Coordinates community events at schools and other public locations;
- Enforces city codes as directed, including abatement of abandoned vehicles, weeds and other nuisances;
- Inspects security of homes for residents registered with vacation watch;
- Enters data into computer;
- Drafts correspondence and routine reports.

DESIRED MINIMUM QUALIFICATIONS

Candidates for the position should possess the equivalent of a high school diploma, possession of a valid and unrestricted Class C California Driver's License, and a minimum of two (2) years experience working in an office environment (prior experience with court or police agency is highly desirable). Knowledge of modern office practices and equipment, vehicle contract/warranty administration, court filings. Ability to safely operate vehicles; to read and understand written instruction and policies; understand and carry out oral instructions; and establish and maintain working relationships with coworkers, members of other agencies and the public. Skills to operate word processing, spreadsheet and database programs; to make simple arithmetic computations.

City Manager: _____ Date: _____