



Charter Township of West Bloomfield Accepting Applications for Police Service Aide

The Charter Township of West Bloomfield is accepting applications for the position of Police Service Aide at the Police Department. Duties may include: front desk work, report writing, answering phones, gun registrations, administering PBT's, booking arrestees and monitoring prisoners. This is a **part time** (32 hours) **all shifts** position with a starting pay of \$17.63 and a 6 month increase to \$18.51.

Minimum Requirements: Must be a US citizen, at least 18 years old, and must be currently enrolled in a college degree program at an accredited college or university or have obtained an Associate's Degree or higher. To see a complete list of the requirements, please visit our web site at:

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

Applications can be obtained at the Human Resources Department located at 4550 Walnut Lake Road, West Bloomfield 48325, from our web-site at

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

or by calling (248) 451-4795. Applicants who complete and turn in our employment application will be invited to take (and must pass) a written exam in order to be eligible for an interview.

Applications will be accepted until August 3, 2018

An Equal Opportunity Employer



WEST BLOOMFIELD TOWNSHIP

Job Description

Police Service Aide

Drafted: 06/08/06
Updated: 09/30/15

Adopted: 11/09/15
Pay Grade: 3.5

General Summary:

Assists members of the public at the front desk, answers non-emergency phone lines, assists in the processing of prisoners, conducts visual checks on prisoners, prepares police reports on minor incidents, and provides other support tasks to assist Police Officers and the Dispatch Center.

Representative Duties and Responsibilities which may be considered Essential Function(s):

Clerical:

- Answers: non-emergency telephone lines and provides dispatchers with information about non-emergency service calls.
- Assists: in support tasks such as keyboarding subpoenas and copying tickets.
- Prepares: paperwork required to submit evidence to the crime lab and transport such evidence to and from the crime lab, while maintaining accurate records of the movement of the evidence.
- Enters: information from reports, dispatch records, tickets and other documents into the computer system.

Public Safety:

- Assists: officers in the processing of prisoners including photographing, fingerprinting, logging property, completion of prisoner questionnaire and lock-up; in the delivery of meals and providing for other needs of prisoners.
- Checks: visually all prisoners on a regular basis.
- Gathers: information from individuals reporting minor property damage incidents with no suspects or other non-threatening incidents.
- Operates: LEIN terminal to make inquiries and confirm warrants for officers. Motor vehicle under normal driving conditions including the towing of trailers and other equipment.
- Prepares: minor police reports.

Special Items:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Qualifications:

- High School Graduation or equivalent required.
- Must be enrolled in a Police Administration or Criminal Justice program at an accredited institution.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Equipment and Tools Used:

Personal computers, copiers, calculators, law enforcement software.

Abilities:

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read, comprehend, and interpret manuals and instructions (including ordinances, state and federal laws).

Writing - Ability to write instructions and communicate problems, procedures for supervision or for others. Ability to write correspondence to other employees.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person, in court, and over the phone using correct English.

Physical Requirements:

Lifting - up to 60 pounds on an occasional basis

Pushing - ability to transfer/push materials up to 100 lbs by pushing or the use of lift carts.

Movement - Ability to maneuver as necessary to use copier and personal computer equipment or

supplies.

Kneeling, stooping occasionally.

Walking - frequently; Standing - occasionally; Sitting - constantly

Use of hands - constantly

Reaching - frequently

Vision - near vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

Environment and Hazards:

Noise - office environment.

Electrical hazards - rarely.

Caustic chemicals - no.

Extreme outdoor temperatures - rarely. Traffic hazards – yes

Atmosphere hazards - no.

Moving equipment hazards - no. Slip hazards – no.

Building hazards – no.

Dangerous persons - frequently. High Pressure lines – no.

Heights – no.

Weapons - frequently. Dust – rarely.

Biohazards – rarely.