

CITY OF MILPITAS  
EFFECTIVE: June 1985  
EEOC:

Office/Clerical

FLSA: Nonexempt  
UNIT: MPOA/Law  
Enforcement  
PHYSICAL: 1

### POLICE ASISSTANT

#### DEFINITION

To perform a variety of office law enforcement work which does not require peace officer training including serving as court liaison officer involving the delivery of reports, and serving warrants and bail to court.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

Exercises no supervision.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of office law enforcement work which does not require peace officer training, including serving as court liaison officer.

Maintain appropriate records and files.

Deliver report, serve warrants and bail to court; ensure that all material is in complete form.

Run criminal histories for all felony and misdemeanor complaints.

Notify and coordinate officers with respect to up-coming court appearances; provide information regarding the witnesses that will be stepping forth, and the evidence they will need for trial.

Serve as back-up in other areas of public safety support including records.

Perform data entry and typing tasks.

Perform related duties as assigned.

CITY OF MILPITAS  
Police Assistant (Continued)

QUALIFICATIONS

Knowledge of:

Basic organization and functions of a municipal law enforcement agency.

Procedures and work methods required to perform the full range of assigned duties.

Departmental operating policies, procedures and techniques for dealing with the public in a tactful but firm manner.

Principles, codes, regulations and laws pertaining to criminal justice.

Ability to:

Interpret and apply laws and regulations of the City and Police Department.

Think and act quickly in emergency situations.

Prepare accurate and grammatically correct written reports.

Maintain an efficient record keeping system.

Understand and carry out oral and written directions.

Work cooperatively with others and deal tactfully with the public.

Type at a speed necessary for adequate job performance.

Utilize and operate the department's computer system.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, political science or a closely related field.

CITY OF MILPITAS  
Police Assistant (Continued)

Experience

Three years of increasingly responsible clerical experience within a law enforcement agency involving administrative and/or staff support.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager