

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003500
Grade 19**

POLICE DISTRICT STATION ASSISTANT

DEFINITION OF CLASS:

This work involves supervising employees who receive and process citizens' requests for information and assistance, and providing diversified administrative support to a Police District Station. Employee contacts are with all levels of police officers and non-uniform employees at a Police District Station, citizens seeking information/assistance either in person or by telephone, and employees in other units of the Police Department and other Departments and Agencies. The purpose of these contacts, which generally are of a cooperative nature, is to provide and receive information and directions, explain procedures, and coordinate work efforts. Work includes providing direct public service to walk-in clients, characterized by answering questions and referring clients to other individuals and agencies for resolution of the issue presented.

An employee in this class is responsible for: the proper performance of employees situated at the District Station front desk, including, but not limited to, work/shift schedule assignment and rotation, leave approval, performance appraisal, counseling, etc.; the acquisition, storage and distribution of Station equipment and supplies; the maintenance and repair of a District Station building and grounds; proper storage and release of recovered property, evidence, and impounded vehicles; and proper accounting of all funds received at a District Station. Employees in this class work for a supervisory police officer, and are expected to plan and carry out the successive steps and processes associated with various assignments for which they are responsible. The guidelines associated with the work of this class are clearly delineated and closely followed under normal circumstances. Employees must obtain supervisory authorization to depart from available guidelines. The complexity of this class of work is derived from the number of responsibilities which must be planned, coordinated and controlled, occasionally with competing priorities, in accordance with a large body of rules, regulations, procedures and laws. The impact of work of an employee in this class is realized by the timely provision of materials and equipment required by police officers; timely and accurate processing of citations, warrants, summonses and reports; provision of timely and accurate information and assistance to the public by subordinate employees; and the proper storage and release of recovered property, evidence, impounded and abandoned vehicles. Work is carried out in an office environment, interspersed with periods of working in a stockroom to load/store/retrieve/dispense and conduct inventory of supplies and equipment; and occasionally outside to inspect buildings and grounds and monitor work of contract employees, and to receive, inspect, store and release impounded/abandoned vehicles. While the large majority of an employee's work is sedentary, there are periods of walking, standing, some bending, lifting and driving County vehicles. Because work is regularly performed in a District Station, employees are periodically exposed to abusive, aggressive and unpredictable behavior from arrested persons and the general public which has unrestricted, open access to an employee's place of work.

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules, assigns, and evaluates the work of Police Services Aide employees assigned to a Police District Station.
- Orders, receives, inspects, stores, distributes and inventories District Station supplies and equipment.
- Arranges for and inspects maintenance, repair and renovation of District Station buildings and grounds, including services provided by contract employees.
- Receives, stores, releases, transports and/or otherwise accounts for recovered property, evidence, abandoned and impounded vehicles.
- Accounts for all money received at the District Station from parking violations, finger printing, and motor vehicle collision reports, including preparation of a daily summary of transactions; deposits funds at designated banks, and maintains an audit file of daily receipts.
- Coordinates maintenance, inspection and repair of District Station vehicles.
- Oversees preparation of work schedules, training rosters, and other documents and correspondence based on instructions received.
- Receives and distributes subpoenas and court date information to police officers.
- Transports County vehicles to and from maintenance garage for repair and preventive maintenance work.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge or ability to rapidly acquire knowledge of Police District Station operations, procedures and policies.
- Knowledge of basic bookkeeping procedures to effectively account for all money received at a Police District Station.
- Skill and ability to structure, to organize and to use an information/record keeping system.
- Skill and ability to set up, maintain, and/or modify a modest supply control system.
- Ability to effectively assign work to employees based on needs of Police District Station and resources available.
- Ability to effectively communicate with the public, and employees and supervisors in other Departments and Agencies to provide information, explain procedures, coordinate work efforts, etc.
- Ability to operate a Computer Aided Dispatch system and other office equipment (e.g., calculator, typewriter, personal computer) germane to this class of work.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of experience as a Police Services Aide, Office Services Coordinator, or in basic bookkeeping or supply/inventory management.

Education: Graduation from high school or High School Certificate completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to independently move by lifting, pulling, shoving and other movements, items that weigh up to fifty (50) pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: September 1990

Class Reestablished: August 1999

Revised: April 2010

August, 2013