



# VILLAGE OF SWANSEA, IL

---

**POSITION TITLE: CIVILIAN POLICE AIDE – PART TIME**

---

**DEPARTMENT: Police Department**

**REPORTS TO: Civilian Administrative Supervisor**

**STATUS: Part Time, Regular**

**FLSA STATUS: Non-Exempt / Hourly**

**DATE PREPARED: July 2022**

**PAY CLASSIFICATION: \$18/hour**

## **JOB SUMMARY:**

A Civilian Police Aide (CPA) assists with various operational and support functions of the Police Department and is a critical element for the success of the law enforcement mission. CPAs report directly to the Civilian Administrative Supervisor and are non-sworn personnel, meaning they are not armed and have no powers of arrest. Since the Police Department is a twenty-four hour operation, the duties and responsibilities of the position can vary depending upon the shift worked, but at a minimum generally entail providing non-emergency telephone and lobby reception for those visiting or contacting the Police Department, providing administrative support services to Police Officers and other Departmental personnel, maintaining evidence control, telephone calls, and other similar duties as requested.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Provide courteous and friendly lobby reception and assistance to those visiting the Police Department requesting police assistance; respond to general questions and requests for information from walk-in visitors; process walk-in police reports of a minor nature; assist those requesting copies of police reports, civilians and other agencies.

Assists outside vendors or solicitors with application forms, processing such forms and receiving miscellaneous payments.

Assist with non-emergency telephone reception for the Police Department, answering and routing telephone calls, and taking messages when appropriate.

Process incoming mail, date stamp, and route appropriately; process outgoing mail.

Provide administrative support for all activities related to the Police Department; maintain files; complete required data entry activities and assist in the maintenance of that data, producing reports as needed; Process Sex Offender Registrations; fingerprint individuals for non-criminal purposes; assist with the processing of prisoners; assist the Civilian Administrative Supervisor with correspondence and other support services.

Provide general clerical assistance and support to the Police Chief, Deputy Police Chief, Detectives, Sergeants and Police Officers as needed.

When the workload of any shift allows, may assist with the general upkeep of the Department's facilities and vehicles, including cleaning the inside of police vehicles.

Maintain vehicle equipment logs, daily shift logs for both patrol and civilian personnel.

Assist with creating and maintaining supplies for Domestic Violence Packets.

Create and stock informational fliers, pamphlets and handouts for various events or awareness.

Maintain evidence stickers for all Police Officers.

Enter and maintain records for subjects on probation or parole.

Enter and maintain records for all Swansea vacation checks.

May be subject to temporary or extended social or functional assignments with the employer that, while not inconsistent with the basic duties and responsibilities described above can involve additional duties and responsibilities, therefore must be able and willing to perform other duties as necessary or assigned.

#### **GENERAL QUALIFICATIONS:**

- Must be at least 18 years of age, with a professional and well-groomed appearance.
- Must be able to effectively interact and communicate with others, including the general public, co-workers and supervisors, and have some ability to effectively appease the concerns, complaints and issues of visitors to the Department who may be upset or distressed.
- Must be able to work independently as well as work with others as a member of a team.
- Must have strong written and verbal communication skills with the ability to read, write, learn, and accurately and fairly interpret and apply local, state and federal regulations; must act in accordance with local, state and federal laws.
- Must be capable of clearly reading and comprehending documents of an official or legal nature while maintaining the confidentiality of any such information.
- Must be able to plan, organize, and prioritize work, and to be objective and make decisions without outside influence, possessing qualities such as integrity, competence, independence, self-sufficiency, and dependability.
- Must have a working knowledge of and the ability to use computers, Windows operating software, printers, copiers, telephones, police radios, and other typical business technology, with the ability to keyboard/type accurately at a rate commensurate with professional office personnel.
- Must be able and willing to work nights, weekends, and holidays as assigned, as well as the general ability and willingness to work beyond the end of an assigned shift in the event of an emergency.
- Must be able to pass an in-depth law enforcement background investigation including at least fingerprinting, full police background investigation, drug test, polygraph, medical and physical exams, oral and written exams.
- Must possess effective time management skills.

#### **EDUCATION / EXPERIENCE:**

- At a minimum, must have a high school diploma or its equivalent. Advanced education in law enforcement/legal is preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING:**

- Must have a valid and current Driver's License with a clean driving record, and be able to effectively and safely operate a motor vehicle.
- Must be certified in First Aid, CPR and the use of External Defibrillators, or have the ability to become certified within three months of being employed.
- Pay is commensurate with valid experience

## **PHYSICAL REQUIREMENTS:**

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility and manual dexterity, including sitting, standing, walking, climbing, lifting, squatting, stooping, and bending, some for extended periods of time, and all associated with performing the work of the position.
- Must be ability to lift, lower and/or carry equipment, boxes, copier paper, records etc. weighing up to 50 pounds.
- Must be physically able to drive a motor vehicle.

***This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***

***We are an equal-opportunity employer; we do not discriminate on the basis of sex, religion, age, national origin, color, race, marital status, physical or mental disability, sexual orientation or for any other reason not related to the requirements of the job being applied for.***