



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 640.6

Job Title: **SENIOR POLICE SERVICE OFFICER**

Pay Grade: 12

GENERAL SUMMARY:

Performs para-professional police and support activities to assist in traffic/accident management, airports and homicide/family violence divisions.

RESPONSIBILITIES:

GENERAL:

- Prepares crime incident reports; testifies in court.
- Assists Police Officers in the filing of charges, preparation of reports and processing of paperwork.
- Receives, records, stores and issues evidence as well as other items designated for the property room.
- Utilizes personal computer and mainframe to input, maintain, and retrieve information, i.e., roll call rosters, statistical data, offense reports, etc.
- Distributes interdepartmental and intradepartmental mail, parcels and supplies.

TRAFFIC AND ACCIDENT MANAGEMENT, AIRPORTS:

- Monitors parking facilities; reports suspicious persons, traffic hazards or other problems.
- Checks parked vehicles; issues tickets and reports vehicles subject to tow away.
- Directs traffic at designated problem areas.
- Processes Driving While Intoxicated (DWI) suspects; videotapes suspects, demonstrates motor skill exercises, and conducts short interviews. (Traffic and Accident Management only)
- Responds to security alarms to comply with Federal Aviation regulations. (Airports only)

HOMICIDE/FAMILY VIOLENCE:

- Interviews and takes statements from complainants, witnesses and suspects.
- Assists Police Officers in gathering data for investigations, i.e., checks criminal histories and collects evidence.
- Provides family violence education to the public in response to telephone inquiries and/or public speaking requests.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of related work experience is required, preferably in a law enforcement agency.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Police Service Officer
Senior Police Service Officer