



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 649.6

Job Title: **POLICE AIDE**

Pay Grade: 4

GENERAL SUMMARY:

Performs minor tasks which provide exposure to the police system and learns an understanding of the various roles of classified and civilian employees. Becomes familiar with criminal investigations, booking procedures, accident reports, community relations, and identification techniques.

RESPONSIBILITIES:

- Performs clerical duties such as photocopying, accident reporting, identification, and finger printing.
- Participates in community relations programs to inform the public of safety matters and to build good will.
- Observes police employees in day-to-day operations of the Police Department.
- Files and delivers correspondence and reports.
- Answers telephones and assists with citizens' inquiries.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required. (Individuals are high school students enrolled in a Criminal Justice Program.)

Must be 16 years of age or older.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

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 lower-level service representative and vendors. 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 is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

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

JOB FAMILY:

Police Aide

Effective: May 1991

Revised: April 2008