

COMMUNITY SERVICE AIDE

GENERAL STATEMENT OF DUTIES: Assists in the routine clerical and general administrative duties of a Police and/or Fire Department(s) of a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a police officer of the rank of Sergeant or above (or Fire Department official), the incumbent in this position would assist in the routine clerical and general administrative duties of a municipal Police and/or Fire Department while learning the basic functions/operations of the department. This is a civilian, nonprofessional, non-enforcement position. Appointments to this position have a maximum duration of four years and incumbents must be continually enrolled in a college or university in order to maintain the appointment. Supervision is not a function of this class.

EXAMPLES OF WORK: (Illustrative Only)

Assists in routine clerical functions and general administrative duties;

Operates a cord or cordless switchboard;

Furnishes information to the public;

Types records and reports;

Files records, reports and other departmental data;

Assists in the taking and processing animal complaints;

Assists residents in completing lost and found property complaints;

Handles mail deliveries;

Performs research for projects and/or reports;

Assists in the taking and processing of Code complaints;

Assists in performing traffic and/or pedestrian surveys;

May act as a School Crossing Guard, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of New York State traffic regulations; familiarity with modern office procedures and practices; ability to follow both oral and written instructions; ability to deal effectively with the public; tact; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and enrollment in a recognized college or university.

SPECIAL REQUIREMENTS:

- (a) Possession of a valid license to operate a motor vehicle in New York State at time of appointment;
- (b) Continued enrollment in a college or university curriculum.

NOTE: This position is for a maximum duration of appointment of four (4) years.

Towns, Villages,
Special Districts
J. C.: Labor
1a

Job Class Code: 0139