



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **POLICE SERVICES SPECIALIST I - III**

DEFINITION: Under supervision, performs paraprofessional, service-oriented duties related to law enforcement.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs routine duties of the classification.

Grade Level II - Performs journey level duties of the classification.

Grade Level III - Performs the complex duties of the classification.

EXAMPLES OF DUTIES:

- Makes oral presentations to businesses, community organizations and neighborhood watch groups;
- Establishes and maintains close liaison with public and private institutions, community groups and individual citizens;
- Coordinates community relations programs;
- Explains existing community services and programs and the procedures for obtaining services to the public;
- Accepts payments and bails for various business transactions;
- Prepares crime, incident and accident reports not requiring the expertise of a sworn officer;
- Confers with and assists special purpose groups in developing and promoting various community improvement programs and activities;
- Coordinates and attends meetings concerned with community problems;
- Conducts security inspections of homes and businesses;
- Investigates, evaluates and reports on various community matters;
- Develops, compiles and analyzes statistical data;
- Maintains records and prepares reports;
- Performs research, maintains statistics and prepares individualized reports;
- Performs public relations work;
- May review, process and track permits such as alcoholic beverage, entertainment and charitable solicitation;
- May act as spokesperson to the media and coordinate media at police-related incidents;
- Performs other related duties as required.

POLICE SERVICES SPECIALIST I-III (continued)

MINIMUM QUALIFICATIONS:

One or more years experience involving a substantial amount of public contact requiring tact and discretion in dealing with others;

One or more years of education from an accredited college or university may be substituted for the required experience;

Ability to communicate effectively orally and in writing;

Ability to deal tactfully with the public;

Ability to perform basic mathematical functions;

Ability to read and comprehend written material;

Ability to organize tasks simultaneously;

Willingness to work shifts, holidays and weekends as assigned;

Valid motor vehicle operator license.

DESIRABLE QUALIFICATIONS:

Bilingual ability;

Public speaking experience;

Experience with community-based programs.

HISTORY:

Created 08/95, consolidated with Community Relations Assistant 10/95 and grade levels added 10/95.

Approval/Adoption Dates: 10/95 - Human Resources Department

Approval Civil Service 11/01/06 - Title Change from Police Services Assistant