



**Civil Service Commission
Regular Meeting
December 10, 2024 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, December 10, 2024, at 3:30 p.m. will be held virtually via Zoom and in person (Conference Room 3, 2nd Floor, City Hall).

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Zoom: <https://zoom.us/j/96869940732>

AGENDA MODIFICATIONS

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Terry Mendoza, Human Resources Analyst

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Terry Mendoza, Human Resources Analyst

Fax number: 253-288-4305

Email written comments to: tmendoza@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone 253-931-3040, or by email (tmendoza@auburnwa.gov).

APPROVAL OF MINUTES

- A. Approval of the November 12, 2024, Civil Service Commission Meeting minutes

DISCUSSION ITEMS

ACTION ITEMS

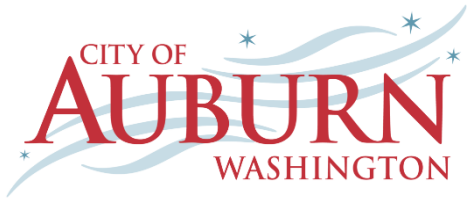
- A. Approval of the Entry Level Police Officer Eligibility List
- B. Approval of the Lateral Police Officer Eligibility List
- C. Approval of the Police Services Specialist Eligibility List
- D. Approval of Class Specification 22.04 Police Services Specialist
- E. Approval of Class Specification 22.06 Police Services Specialist Supervisor

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of the November 12, 2024, Civil Service Commission Meeting minutes

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

11-12-24 CSC Minutes

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**



**Civil Service Commission
Regular Meeting
November 12, 2024 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair Pro Tem David Boyd called the meeting to order at 3:35 p.m.

Present on the Zoom call was Member John Boatman and Chief Mark Caillier. Also included on the Zoom call and in person (Conference Room 3, City Hall) was Chief Examiner Terry Mendoza.

Chair David Menke and Assistant Chief of Police Sam Betz were excused.

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, November 12, 2024, at 3:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: +1 253 215 8782 US (Tacoma)

Zoom: <https://zoom.us/j/98261446882>

Meeting ID: 982 6144 6882

Examiner Mendoza reported that there was no person(s) from the public participating in the meeting, either virtually or in person.

AGENDA MODIFICATIONS

There were no agenda modifications.

AUDIENCE PARTICIPATION

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

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APPROVAL OF MINUTES

- A. Approval of the October 8, 2024, Commission Meeting Minutes
Motion by Member Boatman to approve the minutes as published. The motion was seconded by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 2-0

ACTION ITEMS

- A. Approval of the Entry Level Police Officer Eligibility List
Motion by Member Boatman to approve the list dated 11/01/2024. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 2-0

- B. Approval of the Lateral Police Officer Eligibility List
Motion by Member Boatman to approve the list dated 10/21/2024. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 2-0

- C. Approval of the Police Services Specialist Eligibility List
Motion by Member Boatman to approve the list dated 10/10/2024. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 2-0

UNFINISHED BUSINESS

There was no unfinished business to discuss from the previous commission meeting.

NEW BUSINESS

Examiner Mendoza provided an update on new hires for the Police Department. No

additional new business was discussed.

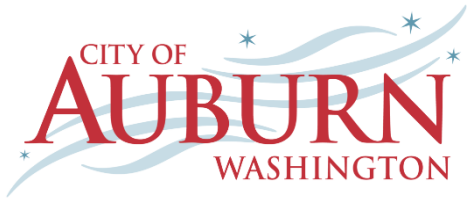
ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:39 p.m.

APPROVED this ____ day of _____ 2024.

David Menke, Chairman

Terry Mendoza, Chief Civil Service Examiner



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of the Entry Level Police Officer Eligibility List

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

CSC_ENTRY Elig List 12-06-24

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

December 6, 2024

Entry Level Police Officer Eligibility List –

Rank	Candidate	Total Score	Expiration Date
1	Reiter, Justin	87.33	11/14/25
2	Read, Dane	83.57	10/11/25
3	Orsini, Kyle	83.00	11/15/25
4	Gordon, Jason	82.42	10/11/25
5	Johnson, Joseph	82.32	11/14/25
6	Wang, Nicholas	79.93	8/23/25
7	French, David	79.67	12/6/25
8	Brown, Kyle	79.33	10/17/25
9	Filleau, Connor	77.73	11/15/25
10	LaFrance, Evan	76.00	10/11/25
11	Savini, Nicole	73.85	8/23/25
11	Salazar-Sandoval-Eduardo	73.85	10/25/25
13	Rundhaug, Jacob	73.33	10/11/25
14	Abu-Saleh, Khalid	72.67	10/25/25
14	Cadle, Dane	72.67	11/15/25
16	Sochirca, Will	71.17	11/14/25
17	Vardishvili, Daviti	71.00	10/25/25

Certified by the Civil Service Commission on December 10, 2024.

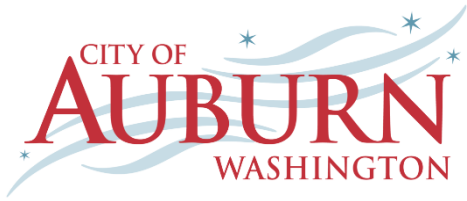
David Menke, Chair

Terry Mendoza, Chief Civil Service Examiner

CIVIL SERVICE COMMISSION

David Menke, Chairman – David Boyd, Chair Pro Tem – John Boatman, Member

Terry Mendoza, Chief Civil Service Examiner



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of the Lateral Police Officer Eligibility List

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

CSC_LATERAL Elig List 12-03-
24

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

December 3, 2024

Lateral Police Officer Eligibility List -

Rank	Candidates	Total Score	Expiration Date
1	Dexter, Sarah	81.56	11/27/25
2	Garcia, Rafael	77.78	7/12/25
3	Brandt, Stephanie	73.78	12/02/25
4	Welch, Jamal	72.33	10/21/25
5	Green, Ernesto	70.00	12/03/25

Certified by the Civil Service Commission on December 10, 2024.

David Menke, Chair

Terry Mendoza, Chief Civil Service Examiner

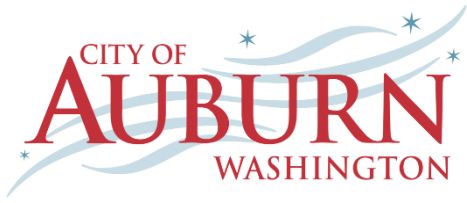
CIVIL SERVICE COMMISSION

David Menke, Chairman

David Boyd, Chair Pro Tem

John Boatman, Member

Terry Mendoza, Chief Civil Service Examiner



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of the Police Services Specialist Eligibility List

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

CSC_PSS Elig List 12-05-24

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

December 5, 2024

Police Services Specialist Eligibility List -

Rank	Candidates	Score	Expiration Date (6 months)
1	Bayer, Kevin	92.00	4/10/25
2	Orsini, Kyle	88.67	4/10/25
3	Shaw, Hailey	84.33	4/10/25
4	Murphy, Laura	83.00	3/26/25
5	Paredes, Stephanie	81.33	4/10/25
6	Couche, Rachel	80.33	4/10/25
7	Cunningham, Shalaya	78.67	3/26/25
8	Monis, Claremont	74.33	3/26/25

Certified by the Civil Service Commission on December 10, 2024.

David Menke, Chair

Terry Mendoza, Chief Civil Service Examiner

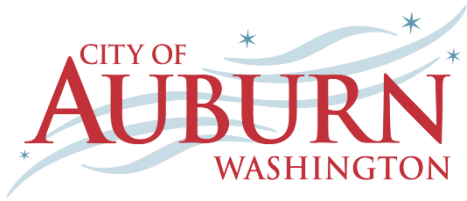
CIVIL SERVICE COMMISSION

David Menke, Chairman

David Boyd, Chair Pro Tem

John Boatman, Member

Terry Mendoza, Chief Civil Service Examiner



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of Class Specification 22.04 Police Services Specialist

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

Spec 22.04__Police Svcs
Specialist 112624__Draft
Changes

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

SPEC 22.04: POLICE SERVICES SPECIALIST

Last Revised: ~~7/10/2018~~ 10/26/2024

NATURE OF WORK

The employee performs a variety of routine, recurring, and moderately complex administrative tasks to support police staff services clerical work in support of the Police Department with an emphasis on receptionist functions involving staffing the public window and answering telephones. Some data entry and warrant preparation technical work required. Work requires a high degree of confidentiality and interpersonal sensitivity. ~~The employee performs a variety of high volume technical work in support of~~ within the Police Department. Work requires a high degree of confidentiality and interpersonal sensitivity, as well as the ability to function in a fast-paced, multi-tasked environment.

EXAMPLES OF WORK/RESPONSIBILITIES

~~*Responds to in-person counter and telephone inquiries, assisting the requestor by providing general information or referring him/her to the individual able to respond to the inquiry; answers multi-line telephone system.~~

~~*Handles messages and complaints from citizens in a polite and professional manner; determines nature of message or complaint and, if it cannot be resolved by the employee, refers it to the appropriate staff member~~

~~*Provides a high level of internal and external (general public) customer service.~~

~~*Supports police personnel in their essential duties via radio, telephone, or CAD by answering requests for information and conducting checks for records, warrants, and protection orders.~~

~~*Provides efficient customer service to citizens at a busy front desk and over the phone, offering general information, referrals, and assistance to individuals with varying levels of communication skills and emotional states (ex. Irate, intoxicated, and/or combative). This includes, but is not limited to,~~

~~Some of the job duties are listed below:~~

~~Assisting citizens who need DNA samples taken per Court Order;~~

~~Assisting MED-PROJECT with maintaining the Medication Disposal Box located in the Lobby;~~

~~Assisting Auburn PD Evidence Technicians with coordinating UPS drop off/pick-up of evidence packages;~~

~~Assisting Shred-It with bi-weekly pick-up of sensitive items; ;~~

~~Assisting citizens with citizens with Traffic School Hearing information; ;~~

~~Assist citizens with U-Visa letters; ;~~

~~Assist citizens with obtaining their criminal history through Visa Clearance letters; ;~~

~~Assist citizens with contacting dispatch to speak with an Officer; ;~~

~~Assist citizens with information regarding Public Records Requests; ;~~

~~Assist citizens with contacting Auburn PD Evidence/Property to pick up items; ;~~

~~Assist citizens with providing information regarding paying a citation/parking ticket; ;~~

~~Assist citizens with information on how to contact an Officer to surrender firearms/concealed pistol license (CPL); ;~~

~~Assist citizens on general fingerprinting process for : (ex. eEmployment,);~~

~~Assisting citizens/businesses filling out trespass forms and obtaining appropriate signage for their property; ;~~

~~Assist citizens with filling out paperwork or speaking to a Sergeant regarding Officer complaints or commendations; and ;~~

~~Receiving found property from citizens to and create a call for Officers to process over in Evidence.~~

~~*Performs office tasks including, but not limited to, accurately filing documents, accurately purging files, updating phone lists, processing mail, and stocking supplies.~~

~~*Mails accident reports to the State.~~

~~*Prepares warrants to include, date/time stamping incoming warrants and conducting DOL checks, criminal history checks and Summit checks.~~

~~*Performs some data entry tasks to include entering infractions, minor cases, accident reports, and business license information.~~

~~*Operates a variety of office machinery and equipment required of the position.~~

~~*Operates computer systems for accurate data entry and report processing/retrieval, to include data entry of police reports, citations, warrants, protection orders, and other duties as assigned.~~

*~~24/7~~ Maintains constant (Twenty-four hours per day, seven days per week) communication with Auburn officers, dispatch, and other law enforcement agencies, via radio and telephone, to promptly exchange information regarding stolen vehicles, active warrants, protection orders, and other relevant police matters.

*Processes and routes all police case reports to the corresponding divisions for further investigation.

*Provides timely and accurate case reports, warrants, and citations to support the Auburn Legal ~~office~~ Department's court docket; ~~Additionally,~~ assists with conducting thorough criminal history checks and processing COBAN video for active court cases.

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*Assists the City Clerk's office with processing a high-volume of Public Records Requests.

*Monitors email inboxes for a high-volume of all incoming orders, warrants, impounds, private impounds, records requests, and other various items that need processing in a timely manner.

*Fingerprints a high-volume of ~~Concealed Pistol License applicants~~, Firearm Dealer ~~Applicants~~, Firearm Dealer Employee ~~Applicants~~, City and Police ~~applicants~~, and Vendors/Contract employee ~~applicantss~~.

*~~Thoroughly reviews ~~concealed pistol license~~CPL applications, conducting comprehensive criminal history checks and interpreting relevant Washington ~~State~~ laws and out-of-state regulations to determine eligibility for firearm and ~~concealed pistol license~~CPLs. Duties include, but are not limited to,~~

~~Job duties are listed below:~~

~~On a weekly basis, sending a Health Care Authority (HCA) log to Washington State Patrol (WSP) to assist in processing all CPL's; ;~~

~~On a weekly basis, checking all CPL applicant addresses to make sure they live within Auburn City Limits; ; issuing a refund for those who do not; ;~~

~~Processing a monthly Fingerprint List to Chief of Police Administration Assistant with all persons who were fingerprinted so they can reconcile payments are reconciled with WSP; ;~~

~~Processing monthly processed a CPL list for City of Auburn Finance so they can reconcile payments are reconciled with the ~~DOL~~ Department of Labor; ;~~

~~Rescheduling all CPL fingerprint no-shows; ;~~

~~Sending weekly CPL Audit Reports to Permitium and Auburn Finance so Finance can for reconciliation of CPL payments from Permitium; ; and~~

Maintaining up-to-date National Instant Criminal Background Check System (NICS) indices denial entries for audit purposes.

*Processes Dealer Firearm Licenses from businesses within Auburn City Limits.

*Efficiently processes a high volume of protection orders within 72 hours of their issuance by the courts, while also developing a strong understanding of Washington State RCWs pertaining to Brady laws and firearms regulations.

*Processes all sealed/vacated/expunged case reports when Order is issued by the Courts in the timeframe provided.

*Enters a high volume of warrants within 72 hours of their issuance by the courts.

*Efficiently processes a high volume of warrants, protection orders and all sealed/vacated/expunged case reports when issued by the courts in the timeframe provided.

*-Promptly inputs a variety of entries and recoveries into the ACCESS system within the specified timeframe, including information related to stolen and recovered vehicles, recovered vehicles, stolen license plates, articles, boats, firearms, recovered license plates, repossessed vehicles, vehicle cautions, stolen articles, recovered stolen articles, stolen boats, recovered boats, stolen firearms, recovered firearms, private and officer impounds, officer impounds, missing and located missing persons, located missing persons, and other relevant data; Additionally, sends recovery information to outside agencies, as required.

*Approves/rejects a high-volume of online reports using Coplogic program.

*Processes a high-volume of approved online reports using Spillman program.

*Monitors Alarm Systems for Auburn Police Department and City Hall.

*Partners with Auburn PD's the Criminal Analyst to ensure the accuracy and timeliness of monthly National Incident-Based Reporting System (NIBRS) report submissions.

*Processes a high-volume of Collision, citations, and Legal citations, using the Sector program.

*Assists the Pacific PD, Algona PD, and Black Diamond Police Departments with after-hours ACCESS hits.

* Collaborates with the Records Supervisor to archive all Auburn PD case records.

*Assist Community Development City of Auburn Business Unit with all background checks of Business License Permits.

*Processes Decline Notices for all court cases that Auburn Legal have declined to file on.

*-Conducts frequent validations on a variety of records, including, but not limited to, active protection orders; missing persons reports; violent person/officer safety reports; reports, stolen property, vehicle, license plate, and firearm reports; and, identity theft cases, stolen vehicle reports, stolen license plate reports, and stolen firearm reports.

*-Handles daily cash transactions to ensure accurate financial reconciliation, which. This includes transporting cash and checks to a local bank.

*Creates Click-Fix notifications as requested by the on-duty Sergeant, to notify the public of road closures and/or active police activity.

*Creates on-line Call-Out notifications as directed by the on-duty Sergeant or Commander.

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*-Monitors closed circuit security system and building alarm system, giving proper emergency notification.

*Processes all incoming mail.

~~*Maintains knowledge of office, warrant preparation and data entry procedures.~~

~~*Communicates courteously and effectively and provides accurate information to department staff other employees and agencies, and the public.~~

~~*Effectively handles multiple situations.~~

*Maintains confidentiality of police records and other information.

*Regular, reliable and punctual attendance

*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, on-site (appropriate City work-sites).

*Works effectively under pressure and with frequent interruptions.

*Independently Completes multiple work and projects/situations in a thorough and timely manner.

*Understands and follows directions from supervisors, posted work rules and procedures.

*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisors, and other employees, both in person and over the telephone, ; assisting them with a wide variety of information pertaining to City and department.

*Shows initiative in performing job functions

*Performs related work as required.

* = Primary function

REPORTING RELATIONSHIPS

Under general supervision of the Police Records ~~Manager~~ Supervisor, the employee performs routine duties according to established policies and procedures. Daily activities may be directed by the Police Services Supervisor. Performance is reviewed through observation, activity reports, and periodic performance evaluations.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

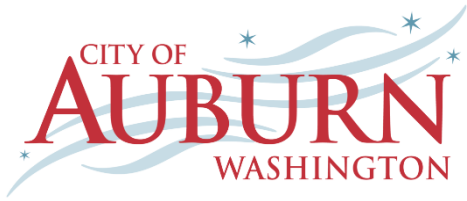
Graduation from high school or equivalent; and two years of related work experience. Experience in a law enforcement agency ~~preferred~~is highly desirable. Additional related education may substitute for up to one year of the required work experience on a month for month basis.

OTHER JOB REQUIREMENTS

Must be able to pass an extensive police background investigation, including criminal and credit history check, ~~credit history check, drug test,~~ polygraph, and psychological evaluation. Must be able to pass the Level ~~1-2~~ State ACCESS course within 6 months of employment.

Must be able to work rotating shifts to support a 24-hour-a-day, seven-day-a-week operation. Shift work may include nights, weekends, and holidays as required. Shift assignments are determined by seniority and chosen once a year.

All applicants for examination for this class must be citizens of the United States, or lawful permanent residents, and be able to read and write the English language. ~~Applicants must have graduated from a standard high school, vocational school or equivalent.~~



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of Class Specification 22.06 Police Services Specialist Supervisor

Meeting Date:

December 10, 2024

Department:

Human Resources and Risk
Management

Attachments:

Spec 22.06__Police Svcs Spec
Supv 112624__Draft Changes

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

SPEC 22.06: POLICE SERVICES SPECIALIST SUPERVISOR

Last Revised: ~~7/10/2018~~ 10/22/2024

NATURE OF WORK

Under the direction of the ~~Police Support Services Manager, plans, organizes, coordinates and oversees the activities of the Police Services Specialist including a variety of semi-routine clerical/technical work in support of the Police Department with an emphasis on receptionist and report processing functions. Work requires a high degree of confidentiality and interpersonal sensitivity. At times requires the performance of general jail services including prisoner searches.~~ Under the direction of the Administration Commander, Police Support Services Supervisor sets the overall objectives and resources available. The Supervisor develops projects, work to be completed, and deadlines. Supervisors this position plans, organizes, coordinates, and overseessupervises the activities of the Police Services Specialists involved in Police records archives and ~~-,~~ maintenance, public records requests, inter-agency requests, concealed pistol licenses (CPL)'s, Validations, and National Incident Based Reporting System (NIBRS) compliant, and ACCESS compliancet.

EXAMPLES OF WORK/RESPONSIBILITIES

~~*Acts as Police Support Services Manager as assigned. Directs and maintains the records management system of the Police Department.~~

~~Assumes~~ *Serves as the TAC (Training Agency Coordinator) responsibility for the entire Police Department and City.

~~*Plan, organize and oversee the maintenance of Police Department records; supervise counter work, communications and other clerical activities; assure efficient and effective support to the Department and community. Plans, organizes, and oversees the maintenance of Police Department records, counter work, and other support activities.~~

~~*~~

~~As~~ Ensures efficient and effective records support to the Department and the community.

*Supervises and evaluates the performance of assigned staff; assigns and prioritizes duties; evaluates, counsels, and recommends formal recognition for personnel as appropriate, to include facilitating resolution of conflicts among Records personnel.

*

Recommends changes and equipment purchases in the Records- to Administrative the Commander to improve operations.

*

~~*Supervises office procedures and provides quality control of specialists' duties including; filing, composing and keyboarding data entry of police reports, and performing record checks.~~

~~*Respond to questions from staff and provide technical expertise regarding Police Department procedures and operations; troubleshoot and resolve equipment problems.~~

Schedules Records personnel, according to established guidelines, to maintain consistent coverage for counter services, radio communication, telephone support, and records management, ensuring uninterrupted service 24 hours a day, 7 days a week, 365 days a year.

~~*Provide in-service training to new employees and update training to all staff as required.~~

~~*Supervise and evaluate the performance of assigned staff; assign and prioritize duties, evaluate, counsel and recommend formal recognition or discipline for personnel as appropriate, evaluate training needs and staffing requirements, to include facilitating resolution of conflicts among Records personnel.~~

~~*Reviews arrest records, police reports and other information, decides what information can be released to the public within applicable privacy and public disclosure laws.~~

*Submits requests and schedules yearly training for Records personnel.

*Responds to questions from staff and provides technical expertise regarding RCW's and Police Department policies, procedures, and operations.

*Effectively Communicates with Departmental administrators and staff, outside agencies, and the general public to exchange information and explain Departmental policies and procedures.

*Prepares and distributes various records and reports related to Record Unit operations, activities, and personnel.

~~*Ensures the record keeping tasks of the Record Section are properly coordinated with all shifts in the section and the jail and patrol supervisors. Monitors Records Unit statistics and recommends departmental goals to the Administrative Commander.~~

*AsEnsures distribution of policies and procedures; revises and updates materials, as needed, to reflect changes in legislation or dDepartmental operations.

~~*Attends and participates in meetings and conferences pertaining to Records Unit operations, the criminal justice system, and the general public.~~

~~*Recommend changes in unit to improve operations. Identify and recommend budgetary needs for the unit.~~

~~*Deals tactfully and courteously with the public, coworkers, and other City employees; occasionally in difficult customer service situations.~~

*Performs duties of Police Services Specialist. ~~Perform fill in duties of the Police Services Specialist as required.~~

~~*Assists in providing care and custody of prisoners and conducts physical personal searches as required.~~

~~*Monitors closed-circuit television system for rear entry to the Police Station. Monitors and maintains security measures when necessary.~~

*Effectively handles multiple requests, tasks, and/or emergency situations in short timeframes and/or simultaneously.

~~*Works evenings, nights and weekends and rotating shift assignments.~~

~~*Performs fingerprinting duties upon request.~~

*Appears in court to present evidence and to testify against persons accused of crimes.

~~*Orders-required supplies and material for the Record Unit.~~

*Regular, reliable, and punctual attendance

*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, on-site (appropriate City work-sites).

*Works effectively under pressure and with frequent interruptions.

*Completes work and projects in a thorough and timely manner.

*Understands and follows directions from supervisors, posted work rules, and procedures.

*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisors, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

*Shows initiative in performing job functions

*Performs related work as required.

* = Primary function. Other primary functions may be identified on a position specific basis.

REPORTING RELATIONSHIPS

Under general supervision of the Police Records ManagerCommander, the employee performs ~~routine~~ duties according to established policies and procedures. Unusual cases are referred to the supervisorCommander for resolution. Performance is reviewed through observation, evaluation of periodic activity reports, and periodic formal performance reviews. Report to: Administrative Commander The employee Supervises: Police Services -Specialists.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

~~Graduation from high school or equivalent; and two years' work experience as a Police Services Specialist or in a Police Records department. Working knowledge of Spillman Records System or other Police Records System preferred. Additional related education may substitute for up to one year of the required work experience on a month for month basis. Supervisory experience desirable.~~

* ~~Any combination equivalent to: g~~Graduation from high-school/~~GED, or equivalent, and three -~~ years as a Police Services Specialist or related customer service/computer experience/any multi-task environment, preferably law enforcement related.

* Two years progressively responsible experience, including some supervisory experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

*Obtain ACCESS Level 2 Certification within 6-months of hire.

OTHER JOB REQUIREMENTS

Must be able to pass an extensive police background investigation, including a criminal and credit history check, ~~credit history check, medical/~~drug test, polygraph and psychological evaluation.

Possess and retain valid state driver's license without impending loss at time of appointment.

All applicants for examination for this class must be citizens of the United States, or lawful permanent residents, and be able to read and write the English language. Applicants must have graduated from a standard high school, vocational school or equivalent.

Must be able to work rotating shifts to support a 24-hour-a-day, seven-day-a-week operation. Shift work may include nights, weekends, and holidays as required. Shift assignments are determined by seniority and chosen once a year.