

CLASS TITLE: POLICE RECRUIT

PURPOSE OF THE CLASSIFICATION: Under direct supervision performs clerical duties applying general knowledge and skills related to work performed in accordance with established policies and procedures and other related assigned duties.

Essential Tasks:

- Assists law enforcement personnel and the public in retrieving and duplicating official police reports.
- Accesses information via computer
- Assists in maintaining files of police reports
- Operates various office equipment
- Assists in the transportation and storage of police property and evidence
- Provides radio responses to field police officers
- Answers telephones, routes calls and takes messages
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: All applicants must be at least twenty-one (21) years of age; and have graduated from an accredited college or university with a bachelor's degree in criminal justice, business administration, behavioral science or a related field of study. Individuals who have been convicted of a felony or crime of moral turpitude will not be considered.

Knowledge, Abilities and Skills: Ability to communicate effectively with diverse groups of individuals; ability to read, understand and interpret ordinances, laws, and other operating procedures; ability to communicate verbally and in writing; ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations; ability to make split second decisions; ability to operate equipment; ability to drive a vehicle safely; ability to locate places utilizing a map or directions from others; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization; ability to use computer and other technical equipment.

Physical Requirements: Ability to lift or move people or heavy objects. Must be able to run for various distances and climb, jump or overcome other physical obstacles. Other requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds, with occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; sufficient hand-eye coordination and position mobility in the ankles, knees, hips, and back for required Department proficiency standards; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must remain eligible for transition to the Police Academy within (but not to exceed) one year from date of hire; and must hold an Oklahoma Class "D" driver's license.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors in inclement weather; may be required to ride in a motor vehicle for extended periods of time; may be exposed to hazardous materials; subject to rotating and/or changing shifts, extended hours, overtime and emergency call back.

Class Code: 4508

EEO Code: N-04

Pay Code: OT-19

Group: Clerical and Administrative

Series: Clerical and Secretarial

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Effective date: October 26, 2005