

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF HARRAHAN ---- PARISH OF JEFFERSON**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF HARAHAN ---- PARISH OF JEFFERSON

#### FIRE SERVICE

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\*Competitive class

\*\*Promotional class

HR Original Adoption:	12-04-67
Revision Dates:	01-20-69, 11-23-71, 06-07-76, 10-05-76, 10-05-77, 06-01-79, 09-13-88, 08-13-96, 09-01-99, 01-11-00, 02-01-01, 09-09-22

# **FIRE SERVICE**

## **FIREFIGHTER/OPERATOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

Work in this class involves driving and operating fire department vehicles and apparatus, extinguishing and preventing the spread of fires, and performing routine maintenance and custodial work on department vehicles, equipment, station and grounds, and related work as required. This work is performed under the supervision of a superior officer.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only. Any one position of this class may not include all duties listed, nor do listed examples include all the duties which may be found in positions of this class.)

Drives fire trucks and other fire department vehicles to and from fires or as directed.

Operates pumps of fire truck or portable pumps.

Performs proper maintenance work on fire truck and other department equipment to keep station clean and in proper order; does custodial duties, sweeps and mops station.

Keeps hose in good condition, loads and unloads hose on truck.

Lays and connect hose at fires and at practice sessions.

Operates radio and telephone at station and radio in vehicles.

Does dispatcher work at station.

Learns and practices new methods of fire fighting or station operation.

Perform related work as required.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Firefighter/Operator HR Original Adoption:	01-11-00
Revision Dates:	11-19-07, 05-07-14

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Makes recommendations to superior officers regarding the operations of the department. Participates in the research and planning for the department. Reviews records of previous shift activities, and briefs incoming Fire Captain on current shift activities.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials.

Supervises subordinate fire department personnel. Issues orders and assigns work schedules and duty areas. Inspects the appearance of assigned equipment and personnel. Evaluates and discusses the work performance of subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Participates in fire prevention efforts of the department. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and public assemblies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, reports and maintains the chain of custody of any evidence of arson.

Assists in the training of department personnel. Trains subordinates in basic fire fighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Writes reports, and completes assigned forms and records.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Conducts daily radio checks.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs any fire related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator with at least two (2) years in that class immediately preceding the closing date of application to the board.

Fire Captain HR Original Adoption:	09-01-99
Revision Dates:	11-19-07

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the major duties of which include managing the department operations, and assisting the Fire Chief with the planning and administration for the department. The Assistant Fire Chief provides for employee supervision, training, public relations, fire prevention activities, the management of departmental records, and the maintenance and repair of departmental property and equipment. The employee of this class performs the duties of incident commander at the emergency scene until relieved by the Fire Chief. The Assistant Fire Chief is responsible for overseeing the operations of the department in the absence of the Fire Chief, and performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the department in the absence of the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of and observes department operations. Keeps informed on modern fire fighting methods and administrative practices.

Supervises department employees by assigning work schedules and work and duty areas. Oversees and evaluates work performance of subordinate employees. Discusses work performance with subordinate employees. Resolves employee complaints and grievances, counsels employees experiencing work problems, and maintains discipline. Provides assistance to subordinates in technical areas of work. Investigates complaints against department personnel, and formulates recommendations for action to be taken.

Directs and supervises the activities of subordinate employees at the scene of an emergency, including size-up; rescue; forcible entry; fire extinguishment; ventilation; salvage and overhaul; protection of exposures; pump operations; and hazardous materials. Takes charge of all safety procedures, and provides for the needs of emergency scene personnel. Coordinates the work of fire fighting and law enforcement personnel.

Provides for the maintenance of all department records, records of activity, inventory records, or any other records which may be required. Personally completes any forms and records assigned, including payroll records and fire reports. Compiles and organizes data and submits written reports.

Answers questions for the public about the operation of the department or other related areas of emergency services. Writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to the public. Coordinates special projects related to public relations or the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas.

Enforces fire prevention codes, personally inspects and directs inspections of buildings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the scene of a suspected arson fire to preserve evidence. Assists arson investigation personnel who may take charge of the fire investigation.

Provides for regular employee training, and personally trains personnel in fire suppression and rescue; fire prevention, inspection and investigation; safety; and the use of tools, equipment, and apparatus.

Supervises the general care and maintenance of equipment, property and supplies. Directs the testing of equipment to see that it meets applicable standards. Recommends equipment purchases for the department.

Performs any fire related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain with at least two (2) years in that class immediately preceding closing date for application to the board.

Assistant Fire Chief HR Original Adoption:	09-01-99
Revision Dates:	11-19-07



# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities, and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, oversees the management of departmental equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Collects and maintains data from the department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions. Reviews department structure and operations in light of information gathered during research and decides if new programs or policies are needed. Monitors local conditions which may create situations the department may be called upon to handle.

Assists in the development of a comprehensive personnel plan providing for employee compensation and benefits. Evaluates the work performance of employees, and uses the information developed in evaluations to make employment decisions or recommendations. Provides for employee growth and career development. Interviews prospective employees and makes recommendations for hiring. Establishes and maintains a system of line personnel inspections, and develops a report review system to be used in the inspection process to exercise control and analyze the quality of the fire service. Establishes an internal affairs review process to investigate violations of the departmental code of conduct.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates, and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer.

Serves as official department representative at any required meetings. Works with boards and agencies whose rules and operations affect the careers of fire department personnel or the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Provides for employee safety, and controls accident hazards through inspections and training. Handles employee complaints and grievances, investigating situations surrounding complaints, and taking appropriate actions. Maintains discipline among department personnel.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property.

Directs and controls fireground operations, making decisions on strategy and task assignments. Directs and monitors personnel responsible for various aspects of the operation, including assuring that objectives of the emergency management plan are met. Directs fire department equipment and personnel when called upon to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any fire related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a

degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief HR Original Adoption: 08-13-96
Revision Dates: 11-19-07, 05-07-14

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is the starting position of the line classes. It is routine police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing assignments of routine patrol, preliminary investigations, and traffic regulation enforcement, in a designated area on an assigned shift or watch, the work may be performed in cars, on foot or on other motor driven vehicles. Work may involve an element of personal danger, so employees must be able to act calmly, and exercise good judgment in an emergency. Employees in this position may be assigned or transferred to the service class of dispatcher and clerks position.

### **EXAMPLES OF WORK**

(Note: Complete duties of this position are outlined in the Department Operations Manual and may be revised by the department at any time without notice. Examples do not include all duties which may be found in positions of this class).

Patrols an assigned area to prevent crimes, preserve law and order, enforces traffic and parking regulations and to detect unusual situations and persons;

Investigates misdemeanors, automobile accidents, fires, issues traffic citations, makes arrests, serves subpoenas and warrants, and makes preliminary investigation of felonies;

Escorts parades, funerals, convoys, housemovers, and prisoners;

Maintains order in crowds and gatherings, and relieves congestion in traffic;

Operates police emergency vehicles;

Maintains good relationship with the public by answering questions, giving instructions, and general assistance;

Learns and practices safe, effective use of firearms, strives for self-improvement in law enforcement through reading and attending lectures and training classes;

Under the supervision of line class superior officer and officers of administrative and supervisory positions;

Performs related duties as required or assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver’s license.

Must not be less than twenty-one (21) years of age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Police Officer HR Original Adoption:	01-20-69
Revision Dates:	11-23-71, 10-05-76, 09-13-88, 07-12-90, 05-24-94, 01-11-00, 11-19-07, 05-07-14

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first level of supervisory line positions of the police department, the primary duties of which include the performance of law enforcement duties, and the supervision of lower ranking personnel in the performance of law enforcement duties, including patrol; traffic control and traffic accident investigation; criminal investigation; juvenile operations; special tactical operations; and jail operations. Police Sergeants are given specific work instructions by superior officers on new assignments and perform routine tasks with only general supervision. Employees of this class report to and have work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises subordinate police department employees on an assigned shift. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and explains policies and procedures. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Evaluates the work of subordinates and writes employee evaluation reports.

Supervises police officers assigned to general patrol duties. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously. Performs basic frisk and search, and makes arrests of suspects.

Supervises police officers engaged in traffic control and traffic accident investigation. Enforces traffic laws and ordinances, and conducts traffic accident investigations.

Participates in the investigation of crimes against person and property. Searches for, identifies, collects, labels and preserves evidence. Secures and executes arrest or search warrants, interrogates suspects, and testifies in court.

Provides for crowd control at athletic events, parades, or other such events where large groups are assembled. Controls unlawful or disorderly assemblies. Supervises Police Officers assigned to such related operations.

Supervises jail operations and personnel assigned to the jail facility. Supervises booking procedures; including searching, and the confiscation, itemization, and recording of personal property of persons taken into custody. Obtains medical treatment for prisoners, and maintains jail security.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for a period of at least one (1) year immediately preceding the application deadline.

Police Sergeant HR Original Adoption:	12-04-67
Revision Dates:	01-20-69, 11-23-71, 10-05-76, 09-13-88, 05-24-94, 02-01-01, 11-19-07



# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division, including assisting with budget preparations. Police Lieutenants are also responsible for evaluating training needs of the department; supervising the care and maintenance of assigned equipment; and performing and supervising law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Manages the operation of an assigned police department section or division and participates in developing procedures to accomplish aims of that section or division. Deploys available man power in the most cost-efficient manner. Inspects and evaluates the assigned services of the department and makes recommendations for improvement. Reviews incoming communications and routes work to the appropriate person or location. Monitors any local conditions which may create situations the department may be called upon to handle.

Researches potential grants, and completes grant applications. Assists in preparation of the departmental operating budget by gathering information to be used in compiling budgets, and by preparing a section of the budget for assigned areas of department operations.

Evaluates department training needs and serves as a formal classroom instructor. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training. Supervises and prepares records and reports required to document the activity of assigned divisions. Writes departmental memoranda, and correspondence in response to written and oral requests.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Approves leave, and provides on-the-job training for department members; including providing assistance in technical areas of work. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Supervises the general care of departmental property, and arranges for repairs and maintenance of all department equipment. Locates outside repair services, and obtains cost estimates. Manages inventory control of supplies and equipment for the department; including making purchases.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the application deadline.

Police Lieutenant HR Original Adoption:	02-01-01
Revision Dates:	11-19-07, 05-08-13

# JAILER

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

This is a specialized police support position in maintaining the city jail and caring for prisoners. Employees of this position book all arrested subjects, maintain specified records of jail and prisoner activity, and perform specified communications duties. The jailer generally follows established procedure or works at the specific direction of a superior officer and is responsible directly to the Police Chief.

## **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Maintains prison facilities.

Keeps records of maintenance operations performed.

Makes regular inspections of prison facilities and all security precautions.

Admits and releases prisoners.

Completes forms and records necessary for the admission and release of prisoners.

Maintains all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms.

Supervises daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Jailer HR Original Adoption:	06-01-79
Revision Dates:	07-12-90, 05-24-94, 01-11-00, 11-19-07, 05-07-14

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

This is a general, non-supervisory clerical position. The employee of this class acts as receptionist for the police chief, types letters, memoranda, etc., and maintains an accurate filing system. The secretary to the police chief generally follows established procedure or works at the specific direction of a superior and is responsible directly to the police chief.

## **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Types from rough draft and other sources letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief, composing important correspondence to relieve the chief of clerical detail and minor administrative matters.

Relays orders and instructions from the chief.

Reads reports and summarizes information to facilitate review by the chief.

Answers the telephone in the chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief or to officers of other divisions.

Acts as receptionist for the chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Makes appointments for the chief and other designated officers; keeps records of such appointments.

Receives complaints and requests for information; replies to such requests by phone or letter.

Maintains office files as required or directed.

Performs related duties as assigned or required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be not less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Secretary to the Police Chief HR Original Adoption:	06-01-79
Revision Dates:	05-24-94, 01-11-00, 11-19-07, 05-07-14

# DEPARTMENTAL RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is routine clerical work involving primarily the typing and filing of various police records. Personal performance in the preparing, receiving, clearing, and maintaining of files and records. Supervision is received from the police chief or other department officials.

## **EXAMPLES OF WORK**

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Receives accident, crime, or other reports and types them according to established procedures;

Adds new information to the files of persons with police records;

Types letters occasionally which may be taken by dictation;

Gathers data from file records and prepares for the Police Chief and various police agencies;

Revises department filing system when necessary;

Types forms, letters, bulletins, index cards, memoranda, and other office material from rough draft or from detailed instructions;

Answers telephone or acts as office receptionist, routes visitors and calls, serves and gives out routine information not requiring interpretation of laws, ordinances or departmental policies;

Takes statements from witnesses and confessions from prisoners which may be taken by dictation;

Performs related duties as assigned, required, or indicated;

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Departmental Records Clerk HR Original Adoption:	10-05-76
Revision Dates:	09-13-88, 05-24-94, 01-11-00, 11-19-07, 05-07-14