

**City of Sebastopol  
Job Description**

**Job Title:** Police Technician  
**Division:** Miscellaneous  
**Department:** Police Department  
**Location:** Police Building  
**Shift:** As Assigned  
**Reports To:** Police Chief  
**Prepared By:** D. Brennan  
**Approved By:** City Council  
**Approved Date:** 02/05/2008  
**FLSA Status:** Nonexempt

**SUMMARY**

At the direction of the Administrative Support Manager, serves the Police Department as non-sworn parking enforcement officer and animal control officer. Also serves as "relief" Dispatcher-Clerk. Position requires unusual working hours and assignments on short notice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs all aspects of parking enforcement within boundaries of the City of Sebastopol; conducts enforcement as required, as assistant to sworn officers which may include taking incident reports, conduct traffic control, preserve crime scene, assist in child abuse and sexual assault cases; performs all aspects of animal control pursuant to State statutes and City ordinances, includes issuance of warnings and/or citations to animal owners who violate applicable statutes and ordinances; may require manual operation of a small motorized vehicle for parking enforcement, complete and maintain live scan system for fingerprinting, serves as replacement Dispatcher-Clerk in absence of same; operates police communications equipment; types all police reports as directed; filing; operates microfilm machines and copier; operates handheld citation computer; may serve as liaison and courier to District Attorney and courts; provides miscellaneous housecleaning of physical plant when directed; serves as receptionist to general public as assigned; uniform required while on duty; required to perform any and all other duties, whatsoever, as may be determined and assigned from time to time by the Chief of Police and/or the immediate supervisor.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience. A typical related experience would be one involving public contact and making independent decisions.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to issue legibly

handwritten citations. Ability to respond to parking complaints and inquiries regarding enforcement and control activities. Ability to learn, understand, interpret and enforce appropriate City and State parking and vehicle codes, laws and regulations; identify and report parking and traffic problems encountered in course of work, and effectively communicate orally using good listening skills.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires possession of valid California Driver's license. The incumbent in this class will be expected to have or obtain within 18 months: a California Law Enforcement Telecommunications Certificate; completion of the Animal Control Academy; 832 P.C. Certification and First Aid/CPR certificate.

### **OTHER QUALIFICATIONS**

Ability to think clearly and act quickly in emergency situations; perform clerical work of average difficulty; typing speed of 45 w.p.m. without errors; ability to take, understand and carry out verbal and written directions; even-tempered disposition and able to deal courteously and effectively with all segments of the public; possess outstanding neatness in appearance and personal hygiene at all times; ability to express thoughts in written form, with grammatically correct written composition and correct spelling abilities

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually loud.