



CITY OF DETROIT
invites applications for the position of:
**Police Assistant (Part
-Time)**

SALARY: \$21.00 - \$21.00 Hourly

OPENING DATE: 11/24/14

CLOSING DATE: 12/23/14 05:00 PM

DESCRIPTION:

Under general supervision, performs a variety of administrative, clerical support and general law enforcement functions to assist law enforcement personnel at Police Department precincts, administrative units and police commands.

EXAMPLES OF DUTIES:

Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank.

MINIMUM QUALIFICATIONS:

High School Graduation or G.E.D.; preferably including completion of two (2) years of college coursework.

Two (2) years of experience as a law enforcement officer. Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.) Certification or will become certified within ninety (90) days after hire.

SUPPLEMENTAL INFORMATION:

Please be advised that in order for this website to function properly you must use one (1) of the following browsers: Internet Explorer 9.0 or greater, Google Chrome or Mozilla Firefox.

Police Assistants may be assigned to work in the following areas:

- Court Officer ~ Assist with processing warrant requests
- Crime Analysis ~ Research and report crime patterns
- Crime Scene Services ~ Process evidence and dispatch evidence technicians
- Disciplinary Administration ~ Research and review disciplinary statements
- Firearms Inventory ~ Issue, repair and maintain departmental weapons and other items
- Fiscal Operations ~ Perform administrative duties as assigned
- Forfeiture ~ Investigate asset forfeitures
- Labor Relations ~ Prepare documents for grievances, review contracts and general office work
- Liquor License ~ Investigate 24hr permits or outdoor service requests
- Media Relations ~ Prepare press releases, maintain social media accounts and perform videography duties
- Police Law ~ Assist the legal team with various requests for civil litigation, 3rd party subpoenas and provide law enforcement information

- Police Medical ~ Process case files and perform general clerical duties
- Police Personnel ~ Maintain personnel records and data
- Prisoner Transport/Processing ~ Assist with the process of prisoner intake
- Property Control ~ Receive, process and maintain evidence throughout the criminal process
- Records Management ~ Service a high volume of requests for background and/or clearances from citizens and other agencies
- Recruiting ~ Attend job fairs providing employment opportunity information
- Resource & Facilities Management ~ Maintain the issuance of departmental uniforms and other equipment, manage contracts with tow companies in the city and assist with the maintenance of DPD occupied facilities
- Secondary Employment ~ Provide account management services to vendors, assist with recruiting new vendor accounts and maintain the operational flow of the unit
- Technology Bureau ~ Provide personal computer installation and maintenance, work with in-car video and maintain user data bases
- Traffic ~ Assist with downtown traffic control and special events
- Training ~ Act as a firearms instructor, or training records clerk

WORKING CONDITIONS:

Job assignment may require:

- Lifting up to 100lbs
- Working in tight/confined spaces
- Working in inclement weather
- Driving/Standing for extended periods of time
- Standing, bending, twisting
- Working various shifts
- Working with hazardous materials

The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, www.detroitmi.gov/employment, where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Position #2014233905548
POLICE ASSISTANT (PART -TIME)
CP

Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.
<http://michiganworks.org/agencies/agency/178/>

Police Assistant (Part -Time) Supplemental Questionnaire

* 1. Please select the areas in which you have experience:

- Court Officer
- Crime Analysis
- Disciplinary Administration