



CITY OF COCONUT CREEK
 Department of Human Resources
 4800 W. Copans Road
 Coconut Creek, FL 33063

<http://www.coconutcreek.net>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Police Service Aide**

An Equal Opportunity Employer

SALARY

\$16.51 /Hour

OPENING DATE: 01/09/18

CLOSING DATE: Continuous

THE POSITION

GENERAL PURPOSE:

Performs intermediate-level technical or specialized work in the Police Department. Handles various traffic-related situations and assists patrol officers with active crime investigations as needed. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

Hours of Work: Required shift work including days, nights, holidays, and weekends. Mandatory overtime may be required from time to time. Police Service Aides may be required to remain at work continuously during emergency situations (e.g. hurricane warnings) as declared by the City Manager or the Chief of Police.

Hiring Rate: \$16.51/hourly

Salary Range: \$16.51 - \$25.61/hourly

Annualized Salary Range: \$34,340.80 - \$53,268.80

ESSENTIAL DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Handles traffic-related situations to include vehicle crashes, traffic control, traffic homicide investigations, parking enforcement, breathalyzer duties, driving under the influence (DUI), and removal of abandoned vehicles and nuisance animals
- Handles the transfer and storage of evidence
- Answers and forwards the phone, retrieves reports, and processes transactions for services
- Delivers affidavits, evidence, and legal documents to the state attorney's office, crime lab, medical examiner, select vendors, and the county courthouse
- Deploys and retrieves decoy vehicles, radar trailers, and message boards in various locations throughout the city
- Responsible for the alcohol testing program; inspects the breathalyzer machine on a monthly basis as assigned
- Assists with the processing of crime scenes and collection of property
- Performs other duties as assigned

QUALIFICATIONS**MINIMUM QUALIFICATIONS:**

High school diploma or GED; three (3) years' experience in administrative support, customer service, or law enforcement; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a Florida driver license, class E. Must be currently enrolled in or possess a current certification from a Florida certified Community Service Aide (CSA) or Police/Public Service Aide (PSA) Academy or possess a current certification as a Law Enforcement Officer in the State of Florida. At-Scene Traffic Homicide certificate is preferred.

Cannot have visible tattoos while wearing short sleeve standard issued uniforms.

[Please fill out and attach Driving History Form to Application](#) (Follow Link)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in first aid and CPR procedures
- Knowledge of traffic control, chain of evidence, and alcohol testing procedures
- Knowledge of Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) policies and procedures and crashing modeling techniques
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

SUPPLEMENTAL INFORMATION**ELIGIBILITY LIST CRITERIA:**

An eligibility list shall be valid for six months (may be extended up to two years at the City's discretion), or until the list is abolished, whichever comes first. The list is formed based on applicants who meet the minimum qualifications. Applicants on the eligibility list will be given consideration for each vacancy. Veterans' Preference shall be awarded, pursuant to Florida Statutes.

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and

noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

APPLICANT SELECTED FOR HIRE MAY BE REQUIRED TO SUCCESSFULLY PASS PHYSICAL/DRUG TESTING AND BACKGROUND CHECK

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodations for testing must advise Human Resources not later than one (1) week prior to scheduled testing, so that appropriate arrangements can be made

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconutcreek.net>

OR

4800 W. Copans Road,
Coconut Creek, FL 33063

EXAM #2018-00010

POLICE SERVICE AIDE

JW

Police Service Aide Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes
 No
- * 2. Do you currently possess a high school diploma, GED or equivalent?
- Yes
 No
- * 3. How many years of experience do you possess in administrative support, customer service, or law enforcement?
- None
 Less than one (1) year of experience
 More than one (1) year but less than three (3) years of experience
 More than three (3) years but less than five (5) years of experience
 More than five (5) years of experience
- * 4. How many years of verifiable experience do you possess in administrative support?
- None
 Less than one (1) year of experience
 More than one (1) year but less than three (3) years of experience
 More than three (3) years but less than five (5) years of experience
 More than five (5) years of experience
5. Please explain how, when and where the experience was obtained: Note: Must be supported by employment history as detailed on employment application; subject to verification.
- * 6. How many years of verifiable experience do you possess in Customer Service?

- None
 - Less than one (1) year of experience
 - More than one (1) year but less than three (3) years of experience
 - More than three (3) years but less than five (5) years of experience
 - More than five (5) years of experience
7. Please explain how, when and where the experience was obtained: Note: Must be supported by employment history as detailed on employment application; subject to verification.
- * 8. How many years of verifiable experience do you possess in Law Enforcement?
- None
 - Less than one (1) year of experience
 - More than one (1) year but less than three (3) years of experience
 - More than three (3) years but less than five (5) years of experience
 - More than five (5) years of experience
9. Please explain how, when and where the experience was obtained: Note: Must be supported by employment history as detailed on employment application; subject to verification.
- * 10. Do you possess a certification of completion from a Florida Certified Community Service Aide (CSA) or Police/Public Service Academy or possess a current certification as a Law Enforcement Officer in the State of Florida.?
- Yes - I possess a certification of completion from a Florida Certified Community Service Aide or Police/Public Service Academy
 - Yes - I possess a current certification as a law enforcement officer in the State of Florida
 - No
 - Currently enrolled in a PSA/CSA academy
- * 11. If currently enrolled, what is your expected date of completion?
- * 12. Do you possess an At-Scene Traffic Homicide certificate?
- Yes
 - No
- * 13. Do you possess a valid driver license, Class E? Please Note: If the driver license was issued by a state other than Florida, you must obtain a State of Florida driver license prior to employment.
- Yes. I possess a State of Florida driver license.
 - Yes. I possess a driver license from another state and I understand I must obtain a State of Florida driver license prior to employment.
 - No. I do not have a valid State of Florida driver license and I understand I must obtain a state of Florida driver license prior to employment.
- * 14. I possess knowledge in first aid and CPR procedures.
- Yes
 - No
- * 15. I possess knowledge of traffic control, chain of evidence, and alcohol testing procedures or have the ability to quickly gain knowledge.
- Yes
 - No
- * 16. I possess knowledge of Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) policies and procedures and crashing modeling techniques or have the ability

to quickly gain knowledge.

- Yes
- No

* 17. I do not have **ANY** tattoos which will be visible when wearing a short sleeve standard issue uniform.

- I Agree
- I Do Not Agree

* 18. Do you **NOW** or have you **EVER** tried any illegal drugs or controlled substances? (Tried includes smoking, inhaling, swallowing, placing/rubbing on gums, lips or tongue; injecting; or ingesting by any other means.)

- Yes
- No

19. If yes, when was the last time?

* 20. Do you **NOW** or have you **EVER** purchased or sold any illegal drugs or controlled substances?

- Yes
- No

21. If yes, when was the last time?

* 22. Have you ever used marijuana?

- Yes
- No

23. If yes, when was the last time you used marijuana? (mm/dd/yy)

* 24. Have you ever used cocaine?

- Yes
- No

25. If yes, when was the last time you used cocaine? (mm/dd/yy)

* 26. Have you ever used any other controlled substance (without a prescription) not listed above, such as but not limited to ecstasy, mushrooms, acid, oxycontin or heroin?

- Yes
- No

27. If yes, list each controlled substance you used and the last time you used it. (mm/dd/yy)

* 28. I understand that this position requires shift work including days, nights, holidays, and weekends, and that mandatory overtime may be required.

- Yes
- No

* 29. Software proficiency: (Check all that apply.)

- Microsoft Word
- Microsoft Excel

- Microsoft Outlook
- Microsoft PowerPoint

* 30. I understand and meet all of the requirements of the position (including but not limited to education, experience, knowledge, skills, abilities, and physical requirements), and I am able to perform the essential functions of the position, with or without reasonable accommodation.

- Yes
- No

* 31. Describe why you desire employment in this position. Please also state any additional information you feel may be helpful to us in considering your application.

32. Total number of full years currently employed by the City of Coconut Creek:

* Required Question