

CITY OF BURBANK

POLICE TECHNICIAN

DEFINITION

Under general supervision, learns and performs a variety of tasks related to police work; and does related work as required.

ESSENTIAL FUNCTIONS

Represents the police department in contacts with the public and other agencies; takes police reports in person or over the telephone; assists in maintaining the security, cleanliness, and general order of police facilities or command posts; responds to public inquiries, providing assistance or directions ; assists police officers by performing matron duties when no matron is available, or assisting in routine prisoner booking or transportation; receives, sorts, and distributes incoming and outgoing correspondence; assists in collecting, transporting, and packaging found property, property for safekeeping, and evidence, including potentially hazardous evidence such as narcotics and firearms; supervises the activities of sentenced prisoners; supervises juveniles in protective custody; serves subpoenas; serves as scheduling liaison between officers, their command groups, and the courts; assists with community events at a variety of locations; drives a variety of police vehicles without activating emergency lights or siren; inputs, modifies, and retrieves data; verifies work for accuracy and completeness, and corrects errors; documents and transfers text and statistical information manually and with a keyboard; sends and receives messages from local, state, and federal agencies; sorts and files documents and records; reviews and distributes reports; types forms, letters, statistical reports, and other material; assembles data and prepares a variety of reports using discretion to recognize and correct discrepancies; purges criminal reports in accordance with city and state guidelines; operates a variety of office equipment including calculators, telephones, computers, and word processors; and does related work as required.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - learn, comprehend, and apply departmental policies and rules, laws, and other regulations; read, write, and otherwise communicate effectively with others, even in highly emotional situations; operate police vehicle safely; follow written and oral instructions; learn and utilize proper safety practices, including the handling of firearms; read, document and transfer text and statistical information manually and with a keyboard; make comparisons and arithmetic calculations with speed and accuracy; lift, carry and otherwise move irregularly shaped items; operate typewriter, fax, copier, computer, multiple line telephone, two-way radio and other clerical and specialized police equipment; respond within one hour to emergency call-in; comply with all laws and policies, especially those dealing with confidentiality and human rights; work flexible hours including overtime.
- Skill in - observation and memory for names, faces, and procedures; working with various segments of the population in difficult situations; discerning dangerous situations; establishing and maintaining effective working relationships with supervisors, co-workers and the public.

Education/Training: High school diploma or equivalent, and 18 years of age at time of appointment. Ability to type accurately from clear copy at a speed of 30 net words per minute.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Bilingual (languages in addition to Spanish, such as Korean, Armenian or American Sign Language, are highly desirable); experience and skill in database or spreadsheet software programs.