



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	Q43
Last Revision:	October 1990

**MULTI SERVICE OFFICER
(NON-SWORN)**

DEFINITION

Under general supervision; to perform a wide variety of technical tasks associated with the support of the Police Department; to provide information on the functions, programs, policies of the Police Department; to provide general assistance to office personnel; and to do related work as required.

SUPERVISION EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Meet the public at Police Department reception counter and provide information as needed;

Assist in answering non-emergency telephone calls;

Receive, prepare and process incident reports from the public by telephone and in person;

Receive and account for funds received for fingerprinting;

Registering of alarm systems;

Make copies of reports for the public;

Assist the clerical staff with the assembling of police reports for the courts and District Attorney;

Receive, inventory, mark, maintain and control all evidence and property;

Maintain logs, records, current status, and location of property in custody;

Transport, store, photograph, release or destroy property as directed;

Review, inspect and approve Department issued citations for malfunctioning of defective vehicles;

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organization and operation of municipal police departments;

General office, record keeping and filing methods and systems;

Department rules, regulations, policies and procedures;

Basic photographic methods.

Ability to:

Work effectively with the public;

Communicate effectively orally and in writing;

Learn and understand laws, codes and procedures;

Speak clearly and precisely;

Understand and follow verbal and written instruction;

prepare neat and clear reports;

Maintain detailed logs and records;

Work effectively on multiple duties.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of experience in a high public contact work environment, preferably a law enforcement agency.

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Training:

Education equivalent to completion of the twelfth grade. Course work in law enforcement is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver=s License issued by the State Department of Motor Vehicles.

Effective Date: October 1, 1990

Resolution No. 90-152