



## POLICE SERVICE AIDE II

DEPARTMENT: POLICE  
Grade 17

### **CHARACTERISTICS OF THE CLASS:**

Under the general supervision of the Unit Supervisor, performs a variety of responsible Law Enforcement and Code Enforcement activities.

### **Duties (Primary PSA Duties):**

Knowledge of traffic laws, city ordinances and safety procedures related to traffic control and parking. Assists at crime scene and accident investigations; directs traffic. Knowledge of the method and process of operating radio-transmitting equipment. Must be able to deal effectively with the public and be able to type and maintain a variety of clerical records.

### **Duties (Code Enforcement/Compliance):**

Under the direction of the unit supervisor, responsible for a variety of inspections and for investigating complaints as well as the identification of various code/ordinance/regulation violations. Additional duties include serving violation notices, issuing, preparing reports, and appearing at hearings as necessary. Work is reviewed through observation and written reports for adherence to established policies and procedures.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Investigates minor traffic crashes; directs traffic.
2. Delivers city vehicles for service and repairs; delivers mail and other correspondence.
3. Escorts children at school crossings.
4. Assists in the designing of photo lineups.
5. Responds to routine public inquiries; answers telephone calls.
6. Operates computers, portable radios, recording and teletype machines, and city vehicles.
7. Processes minor crime scenes.
8. Responds to and investigates complaints of ordinance violations; prepares and serves violation letters and notices.
9. Issues violations, citations and summons
10. Documents evidence and prepares reports; gives affidavits and testimony as required for enforcement proceedings; follows-up enforcement decisions to ensure compliance
11. Explains City codes and ordinances to the general public

12. Performs daily patrol of assigned area; checks for noise infractions and other violations; tags abandoned vehicles

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

High school Diploma or GED; supplemented by six (6) months prior public contact experience; two (2) years of experience in code inspection /administrative work in a code enforcement office; or an equivalent combination of training and experience. Must possess a valid Florida driver's license.

**B. Knowledge, Abilities, and skills:**

Knowledge of traffic laws, Municipal laws, City codes, ordinances and regulations.

Knowledge of safety procedures related to traffic control and parking.

Knowledge of enforcement procedures, judicial system, code and compliance boards.

Knowledge of geographic locations within the City.

Ability to prepare and present oral and written reports, documents and testimony as requested and maintain records.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to work independently, to make sound decisions based on established procedures and municipal regulations.

Ability to understand and follow oral and written instructions.

Ability to direct traffic in all environmental conditions.

Ability to handle complaints and enforce compliance with regulations in a courteous, efficient manner.

Skills in reading building and development plans

**C. Physical Requirements: 6**

**D. Environmental Requirements: 4**

**E. Sensory Requirements: 2,3,4,5,6,7**