

CITY OF CHATTANOOGA

Classification Specification Title: Police Technician

Department: Police

Pay Grade: GS.04

Supervision Received From: Police Info Center Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/3/25;

10/20/23; 1/11/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing a wide variety of duties in support of civilian police activities, to include providing administrative and technical support to the investigation of missing property and in Police recruitment efforts. Duties include: working traffic accidents, performing traffic control and providing crime scene protection, data entry, preparing and reviewing documents for Detectives, researching/gathering information from victims and pawn shops, and assisting with applicant processing. Work is performed under the moderate supervision of Detectives, Officers and their Chains of Command.

SERIES LEVEL: The Police Services Technician is a stand-alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs traffic control at traffic accident sites and in broken down vehicle situations, which includes: directing traffic; blocking off roadways; and, performing other related activities.

Performs crime scene protection activities.

Uses, carries, and answers their cell phone for business purposes, as determined by the assigned job duties and the department head. Provides administrative and technical support for a division within the police department by keying information into databases, performing data entry, searching pawn records, speaking with victims of crimes involving stolen property and maintaining department files and information.

Enters information into applicable databases and/or other computerized systems to collect and maintain records and information in assigned areas of responsibility.

Provides administrative support which includes confirming information, answering and monitoring phones; taking and transmitting messages and/or performing other related duties.

Conducts follow-up investigation directly related to the preliminary investigation, i.e., contact pawn shops and related companies and businesses to obtain information and/or original documents.

Maintains ongoing communication with the detective investigating the case and prepares detailed records.

Supports applicant processing and testing, to include assisting with the testing and information verification process.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Two (2) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of related experience in security, customer service, and/or clerical support work in a police department.

LICENSING AND CERTIFICATIONS: Valid motor vehicle operator driver's license.

SUPPLEMENTAL INFORMATION:

Knowledge of customer service principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures; customer service principles; database management principles, modern office equipment and procedures, and filing techniques.

Skill in preparing reports; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; providing customer service; performing clerical support activities; providing customer service; keyboarding; preparing and maintaining a variety of reports, logs, records and/or other applicable documentation; filing; taking fingerprints and communication; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: stooping, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.