

# CITY OF HARDIN VACANCY ANNOUNCEMENT

## Police Service Aide (PSA)

**PRIMARY OBJECTIVE OF POSITION:** Performs civilian public safety work in support of the police department, primarily dealing with the enforcement of animal control and vehicle parking/abandonment ordinances, as well as other supportive duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols streets to locate at large animals, promptly captures and impounds any animal found in violation of City ordinances. Responds to complaints concerning animal problems or violations of City ordinances, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals.
- Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenances of records, and files for impound animals; logs all incidents concerning animal control.
- Appears in court to testify regarding animal control and improper parking/abandoned vehicle cases.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Utilizes departmental photography equipment and body worn cameras to accurately document evidence of violations and encounters with the public.
- If issued by the Chief of Police, will carry and utilize a taser (CEW) for the purpose of lawfully protecting self or someone else from receiving injury or death incurred from an animal or another person.
- Issues citations for parking violations.
- Assists in removing unauthorized and/or disabled vehicles from the City Right of Way, after proper tagging and waiting periods, unless otherwise authorized by law or ordinance.
- Conducts traffic or crowd control, at the request of a police officer, to maintain safety and security.
- Interacts with the public in person or over the telephone to obtain or provide information and/or to answer questions regarding PSA procedures and activities.
- Assists HPD officers with activities, such as contacting witnesses and local law enforcement agencies, mailing contact cards and Notice to Appear, and assembling case files.
- Completes reports and forms consisting of short descriptive phrases and/or fill in the blanks (e.g. incident reports, supplemental reports, towed cars, expired, invalid and/or damaged identification, security breaches, release of property/evidence).
- Operates two-way radios to communicate with dispatch and other police personnel.
- Uses a computer terminal to enter and retrieve information regarding names, addresses, vehicle registration, VIN numbers, criminal history, probation/parole information, etc. (e.g. CJIN, NCIC, CAD, Hot Sheet, and prior criminal activity, etc.).
- Sorts and files incident reports, case investigation files and documents for later retrieval.
- Administers first aid and/or CPR to individuals until medical aid arrives.
- Operates a radio-dispatched department vehicle to travel between assignments.
- Provides crowd control not requiring force during V.I.P. events and emergency situations.
- Maintains and manages records such as release of property and /or evidence, case closure.
- Transports and/or retrieves evidence to and from Property Room following established procedures.
- Responds to requests from public regarding property issues; release property and vehicles to victim and suspects.
- Maintains inventory of supplies and orders as needed.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Any combination of training and experience equivalent to completion of high school. Must possess, or be able to obtain by time of hire, a valid Montana Driver's License. Must complete and pass a physical exam, by a licensed physician. Must be able to pass a law enforcement background check. Must be able obtain and maintain all CJIN certifications as required by Chief of Police.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

Entry Level Salary: \$18.80 per hour DOE

Benefits include: Holiday, Sick, Vacation, Health/Dental/Vision and Retirement

**Application Closing Date:** Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is Full – time. Union position available.

APPLICATIONS available:

City of Hardin  
406 N Cheyenne  
Hardin MT 59034  
665-9292

Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

## **CITY OF HARDIN**

**CLASS TITLE:** Police Service Aide (PSA)

**DEPARTMENT:** Police

**GENERAL PURPOSE:** Performs civilian public safety work in support of the police department, primarily dealing with the enforcement of animal control and vehicle parking/abandonment ordinances, as well as other supportive duties.

**SUPERVISION RECEIVED:** Works under the general supervision of the Police Commander.

**SUPERVISION EXERCISED:** None.

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**PERIPHERAL DUTIES:**

- Maintains departmental equipment, supplies and facilities.

**DESIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

- High School diploma or GED equivalent: or
- An equivalent combination of education and experience.

***Necessary Knowledge, Skills and Abilities:***

- Some knowledge of law enforcement principals, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;
- Some skill in operating the tools and equipment listed below; and
- Some training in animal behavior and control.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluation situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

**SPECIAL REQUIREMENTS:**

- Must possess, or be able to obtain by time of hire, a valid Montana Driver's License.
- Must complete and pass a physical exam, by a licensed physician.
- Must be able to pass a law enforcement background check.
- Must be able obtain and maintain all CJIN certifications as required by Chief of Police.

**TOOLS AND EQUIPMENT USED:**

Vehicle, animal capture equipment, radio, cell phone, first aid equipment, personal computer

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is moderate.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**