



August 2012

POLICE YOUTH SERVICES PROGRAM SPECIALIST

DEFINITION

Under general supervision, performs a variety of complex activities in administering police youth services programs for the City's Police Department. Provides comprehensive staff support on a variety of law enforcement programs and projects, responds to public requests; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Lieutenant. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a non-sworn classification within the Police Department. Incumbents perform various administrative, record keeping and research duties in support of designated youth services program activities and are responsible for providing administrative-level support to the assigned management staff in a variety of areas. This class is distinguished from other administrative classifications in that it functions at a higher and more complex support role and may have a specialization in specific youth services programs and related activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes and performs PEER Court program functions on an ongoing basis with limited supervision.
- Reviews incoming police reports forwarded by Records that involve potential PEER Court cases.
- Prepares PEER Court docket, reviews cases and compiles appropriate reports for case files.
- Reconciles records with Washington County Juvenile Division to ensure cases forwarded to them have been resolved.
- Follows up with PEER Court participants to review sentence resolutions and prepares records for review.
- Advises, selects, trains and orients PEER Court members for their roles within trial environments.
- Ensures program activities meet requirements as specified in city, state and federal requirements relevant to program(s).
- Provides comprehensive non-sworn staff support to the Police Department on a variety of youth services programs and projects to include DARE and GREAT.
- Facilitates the Backpack program in the Tigard-Tualatin School District and coordinates the delivery of items to participants.
- Serves as Youth Advisory Liaison.
- Performs contract and grant administration on a program or project basis.

- Prepares a variety of technical reports, documents, and material requiring research and analysis of program policies, procedures and standards,
- Creates and updates spreadsheets, graphs and other related technical documents.
- Establishes and maintains databases and project tracking systems required for programs and projects.
- Provides information on applicable local, state and federal requirements and standards.
- Reviews a variety of reports for accuracy and compliance.
- Represents program/supervisor at various meetings, committees and public events.
- Prepares correspondence, reports, agendas. Gathers, researches and compiles data.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Prepares and processes a variety of reports and records and follows established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Youth services activities and programs.
- Applicable Federal, State, and local laws, codes, ordinances, and departmental rules and regulations.
- Principles and practices of records management.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn, interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances.
- Perform technical, detailed, and responsible office support work.
- Compose correspondence independently or from brief instructions.
- Compile and summarize information to prepare clear and accurate reports.
- Review documents for completeness and accuracy.
- Maintain accurate and confidential records.
- Make oral presentations to groups.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and carry out oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in basic law enforcement environment or youth services programs or projects.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public when interpreting and enforcing departmental policies and procedures.