

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Civilian Response Specialist		
<b>Job Code:</b>	PS5270	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	08/03/2020
<b>FLSA Status</b>	Non-Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general supervision, performs various non-emergency duties supporting patrol operations, as well as field support for transporting vehicles and abandoned property, which do not require the exercise of peace officer powers of arrest or firearms within the Police Department's Patrol Operations Bureau.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Perform a variety of specialized and technical non-sworn law enforcement duties in support of the Police Division including in the areas of patrol, property and evidence, parking, and other areas as assigned.
2. Respond to calls for service in-lieu of a Police Officer; respond to calls including traffic collisions; respond to hazard calls including spills and items in roadway; interview complainants; prepare necessary criminal and non-criminal police reports including traffic, grand/petty theft, ID theft, stolen/recovered vehicles, fraud, lost/stolen property, found property, vandalism/graffiti, and burglary reports.
3. Respond to accidents and conduct accident investigation or assist Police Officer with investigation. Complete accident reports, collect and log evidence as needed.
4. Dictate and/or write reports in reference to investigations; complete evidence voucher for evidence or property collected; book evidence or property into evidence.
5. Provides traffic control including at potentially hazardous situations, traffic accidents, crime scenes, fires, funerals, special events, and during power outages and weather related incidents.
6. Performs vehicle abatement duties, including maintenance of a daily log of activities, determining parking violations and issuing the appropriate citations, arranging for towing of abandoned vehicles and otherwise participating in the vehicle abatement program as directed.
7. Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information using a computer terminal.
8. Maintains property and evidence in accordance with prescribed procedures.
9. Testify in court or at hearings regarding case records and investigative activities.

10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Knowledge of Federal, State, and City laws and statutes.
  - Modern office procedures, methods and computer equipment.
  - Principles and procedures of record keeping.
  - Pertinent federal, state and local laws and ordinances.
  - Police Information Mining Portal.
  - General Orders for Fort Worth Police Department.
- **Skill in:**
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization, time management, and multi-tasking.
  - Customer Service.
  - Attention to detail.
  - Critical Thinking and Problem Solving.
  - Communicating in both written and verbal form.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Memorize and retain information.
  - Interact and communicate with others in an assertive manner.
  - Learn the geography and surrounding area of the City.
  - Learn to interpret City maps and geographical locations.
  - Respond to emergency and non-emergency situations from the general public.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and no previous experience required.

## **OTHER REQUIREMENTS**

Must meet TCOLE and CJIS requirements.

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.