

Adams State College  
Student Affairs, ASC Police Department

Work Study Job Description

**Work Study Job Title:** Administrative Assistant's Aide

**School/Department:** Police Department

**Contact Person:** Joel Shults

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**Address:** Coronado Hall

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**Job Description:**

Mission: Assisting full time members of ASCPD in meeting its stated mission by providing assistance to the ASCPD Administrative Assistant. The mission of Adams State College Police Department is: "In stewardship of the authority with which we are entrusted, in partnership with the community we serve; to maintain a safe and orderly environment for learning and working."

Tasks:

- Operate ASCPD radio
- Take phone calls from citizens requesting information and services; demonstrate excellent customer service
- Write narrative reports and fill out report forms
- Maintain ASCPD records by computer and by writing
- Perform duties assigned by the Chief, ASCPD Officers, or the ASCPD Administrative Assistant
- Operate electronic equipment including cell phones, PDAs, computers, and digital cameras
- Computer hardware and software operation
- Operation of office equipment and machinery
- Perform duties of ASCPD Dispatcher if directed by a full time ASCPD officer.

Conditions: Close supervision by senior ASCPD members; sedentary office work; possibly working with angry, upset, violent, and intoxicated persons; must comply with uniform requirements or dress code and personal appearance requirements , perform multiple tasks simultaneously.

Requirements:

- Age 18 or older
- Must pass background check with references, former employers, character references
- No significant criminal history; no domestic violence, assault, theft, or extensive driving record; no drunk driving related offenses

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- Confidentiality agreement; must agree to keep all ASCPD information confidential regarding victims, perpetrators, and ASCPD members.
- Must consent to pre-employment drug test and employee drug testing policy
- Must consent to polygraph examination prior to and during employment
- No recent illegal drug use, including marijuana
- No recent history of abuse of alcohol, moderate or no current alcohol use
- No recent history of abuse of prescription drugs
- Non-smoker
- Physically able to sit for long periods of time; must have mobility to access items in the ASCPD office
- Normal vision and hearing acuity (glasses, contacts, and hearing aids are permitted if assisted hearing and vision is within normal acuity ranges) to hear radio traffic, read computer screens and written records.
- Must be able to maintain a professional appearance and exceptional hygiene
- Must have sufficient dexterity to operate office equipment
- Must agree to psychological evaluation prior to employment and during employment upon request of the Chief
- Candidates must consent to a behavior contract that insures the proper professional association with ASCPD in a manner that does not bring harm to the reputation, effectiveness, or operation of the ASCPD mission
- Must pass a written test and interview process
- Candidates, prior to appointment, must provide emergency medical information including all current medications; records must be kept current during employment
  - Must be willing to work flexible hours, including weekends and late nights, keeping scheduled work commitments a priority