

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Traffic Officer</b>
<b>Class Code Number</b>	<b>8055</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>22</b>
<b>Effective Date</b>	<b>6-1-98 rev 1-6-03</b>

### General Statement of Duties

Enforces all traffic laws within the City and Borough of Sitka; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform specialized Police functions associated with traffic laws and ordinances. The work is performed under the direct supervision of the Dispatch and Records Supervisor but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger. An employee in this class may perform any one or more or any additional duties as assigned. A Traffic Officer may be asked to patrol in a vehicle, on foot or with other means of transportation. An employee in this class may temporarily perform the duties of the class of Dispatch and Records Clerk as necessary.

### Examples of Essential Work (Illustrative Only)

- Enforces parking regulations through foot patrols in the downtown area on a regular schedule;
- Issues citations, written or verbal warnings as warranted;
- Enforces parking regulations at the Airport, municipal facility port and related areas as needed;
- Enforces the abandoned and junked automobile regulations, including impounding and disposing of vehicles as needed;
- Responds to citizen inquiries/complaints and seeks to resolve such situations by researching the details of an individual case, taking corrective measures as necessary or explaining to the involved individual the need for the prescribed regulation;
- Screens all taxi cab operators/owners, including inspecting all cabs prior to use as a for-hire vehicle;
- Performs background checks on immediate owners of tour companies and inspects all vehicles used for the purpose of tourism;
- Registers, bicycles and related materials as requested;
- Processes the removal of junked vehicles;

- Maintains accurate and detailed records of impounded vehicles, citations issued and all activities related to Traffic operations;
- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Sitka Police Department;
- Occasionally handles varied emergency situations dealing with emotional, injured and victimized persons and is responsible for ascertaining the crucial information needed in the given situation and relaying this to the proper Police personnel without delay;
- Monitors radio frequencies for Police Fire and Alaska State Troopers;
- Occasionally provides communications services for Police and related personnel, including providing two way communications, relaying relevant information to Police Officers, logging all communication signals, running criminal background checks for responding officers and municipal and District Attorneys, transcribing taped interviews, operating paging systems for Police personnel and relaying any crucial information to internal personnel or outside agencies;
- Occasionally responds to telephone and 911 calls for Police, Fire, Emergency Medical Services, (EMS) and Search and Rescue, (SAR);
- Processes non-emergency calls for the department, involving the prioritizing of several lines at once to ensure emergency situations are always given prompt, accurate and professional service;
- Uses the dispatch and records computer system to provide administrative support for Police functions. Uses the Alaska Public Safety Information Network to person/vehicle checks and obtain other related information;
- Provides traffic and vehicle support, including requesting tow trucks, issuing parking permits, processing taxi applications, processing abandoned vehicle paperwork and processing current parking tickets;
- Provides occasional support for the City and Borough jail, including logging and searching female inmates as necessary and processing jail visitors;
- Processes and maintains official records for the Police Department;
- Performs other duties of the Dispatch and Records Clerks as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of all related traffic laws within the City and Borough of Sitka;
- Thorough knowledge of computer information retrieval of police radio communications operations and computer information entry procedures;
- Thorough knowledge of the current practices and procedures involved in Police records divisions;
- Good knowledge of Police Department activities, purposes and procedures;
- Ability to perform in a courteous and professional manner in all situations, including those in which individuals may be hostile regarding a parking or traffic ordinance;
- Ability to advise and direct Police Officers and other emergency personnel and to quickly disseminate crucial information in a clear, concise and understandable manner;

- Ability to draw out needed information from persons involved in all types of emergency situations;
- Ability to handle multiple tasks at any given time and to prioritize activities according to emergency needs;
- Ability to handle Confidential information with tact and discretion;
- Ability to perform computer entry duties with speed efficiency and accuracy;
- Ability to quickly learn geographical information and be able to communicate this information to needed personnel and members of the public;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Some related experience in public safety operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a valid driver's license issued by the State of Alaska;
- Ability to pass a background check.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in emergency situations with an attention to time constraints;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate and monitor a computerized communications system and monitor traffic situations;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a keyboard, several phone lines and other communications equipment and all parking and traffic related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas;

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