

## **SPECIAL OPERATIONS AUXILIARY EMPLOYEE**

**DISTINGUISHING FEATURES OF THE CLASS:** The Albany Police Department's Special Operations Auxiliary Employee is used to provide a variety of services to include, but not limited to: observing and reporting conditions requiring the services of a certified Police Officer; whenever possible, they assist in non-enforcement and non-hazardous duties, assisting with crowd and/or traffic control during public events such as festivals, runs, and other special events. Perform various other non-enforcement duties as assigned.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Observe and report conditions requiring the services of a certified Police Officer;
- Assist in Department's non-enforcement and non-hazardous duties;
- Assist with crowd and/or traffic control during public events such as festivals, runs, and other special events;
- Performs various clerical tasks as directed;
- Answers telephones and provides information as required;
- Furnishes information to the public, visitors, clients;
- Perform various other non-enforcement duties and related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Excellent organizational skills;
- Excellent interpersonal and communication skills;
- Excellent public speaking and communication skills;
- Ability to deal calmly and effectively with co-workers, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

Preference may be given to those applicants with event coordination experience.

**SPECIAL REQUIREMENTS:**

- This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions;
- Possession of a current and valid Driver's License at time of appointment and for duration of employment;
- Satisfactory results from a background investigation, medical and administrative screening.

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