



NAMPA POLICE DEPARTMENT

IS NOW ACCEPTING APPLICATIONS FOR POLICE ASSISTANT I

GENERAL DUTIES

The principal function of an employee in this class is to electronically archive and retrieve records and provide requested information to the public and Police Officers. The work is performed under the supervision and direction of an assigned supervisor, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with law enforcement personnel, other City employees, and the general public. The principal duties of this class are performed in an office environment.

THE FOLLOWING TWO STEPS MUST BE COMPLETED TO MOVE FORWARD IN THE RECRUITMENT PROCESS.

Keyboarding Test. Please use this link to take your keyboarding test. You will need a valid email to do so. Results from other test sites will not be accepted.

<https://es.eskill.com/es/quiz?testId=3bcd54c252e98a50>

TO TAKE A KEYBOARDING TEST ON ANY INTERNET CONNECTION. Successful candidates must pass the keyboarding exam with a minimum of 40 words per minute and 92% accuracy. Applicants must upload results in with their online application.

****PRIOR TO APPOINTMENT, CANDIDATES WILL BE REQUIRED TO GO THROUGH A STRINGENT BACKGROUND CHECK****

SALARY AND BENEFITS ABOUT THE NAMPA POLICE DEPARTMENT

- The City of Nampa's population is approximately 110,680 people.
- The Nampa Police Department has 146 sworn officers and 71 support personnel.
- The Nampa Police Department is a self-sufficient police agency with a dispatch center, crime lab, SWAT, Bomb Unit, Crisis Negotiates Team, K-9 Unit, Traffic Unit and a Records division.

MINIMUM QUALIFICATIONS

- Must be 19 years of age
- Must have a valid driver's license with a good driving record
- High School Diploma or GED
- No marijuana drug use in the last three years or illicit drug use in the last five years to include unprescribed medication
- Must be a legal citizen of the United States
- No felonies
- No serious misdemeanors

HIRING PROCESS

- Apply at policeapp.com
- Oral Board Exam
- Polygraph Exam
- Background investigation
- Drug testing
- Basic Medical Physical
- Home Visit

HOW TO APPLY

- www.policeapp.com/NampaID

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Performs clerical duties as required, including receiving and providing information by telephone, letter, or other direct contact with law enforcement personnel, the general public, or other professional personnel.
- Performs data entry, record retrieval, and record maintenance of records.
- Prepares classified and confidential documents involving certain critical and sensitive situations.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology. Strong computer skills.

POSITION QUALIFICATIONS

Competency Statement(s)

- Possess integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Other duties as assigned.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Detail Oriented - Ability to pay meticulous attention to all aspects of a situation or task no matter how small or seemingly unimportant.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education: High School Graduate or General Education Degree (GED): or Work Equivalent

Experience: Some (2-3 years) clerical or secretarial experience and/or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Computer Skills: Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Certifications: Possess or obtain NCIC and ILETS Certification.

*The City of Nampa is an equal employment opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, national origin, veteran, disability status or any other characteristic protected by federal, state, or local laws. The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test and background check. All positions may close prior to closing date.

