



## POSITION DESCRIPTION

**Position Title:** Investigative Aide  
**Level / Grade:** A3 / 3  
**FLSA Status:** Non-Exempt

### GENERAL DESCRIPTION OF DUTIES

Functioning under the supervision of the Detective Sergeant or a civilian supervisor, the position performs administrative and technical duties related to the support of Police Department criminal investigations and patrol officers. Duties include maintenance of intelligence files, search warrant documentation, case filings, conducting computer-based criminal and financial history searches, evidence transportation, and preparation of administrative documents and routine correspondence. The position does not have arrest powers.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Maintains intelligence files
- Supports surveillance and search warrant service documenting seized property
- Follows-up with witnesses or case related involved parties
- Maintains police offense and supplemental reports related to case investigations
- Completes case filings for presentation to State's Attorney's Office for arrests by all officers
- Conducts computer criminal history, financial history, and real estate searches and prepares spreadsheets, link charts, timelines, commodity charts and telephone toll analysis
- Transports evidence and other court documents
- Testifies in court
- Takes initial assigned tips and confidential information tracking progress and resolutions, and transcribes reports
- Acts as liaison to Fusion Center or Task Forces
- Prepares memos, letters, and documents

## INVESTIGATIVE AIDE

- Prepares lineups
- Performs all work duties and activities in accordance with City policies and procedures
- Works in a safe manner and reports unsafe activity and conditions
- Answers a multi-lined telephone system, redirects calls or takes messages, provides information and assistance to department officials and the public, dispatches emergency calls, contacts on-duty City workers for emergencies, contacts park rangers
- Broadcasts on City radio and central dispatch communications
- Logs in towed and repossessed vehicles, long distance phone calls, in-house checks, animal lost and found
- Assigns daily arrest and accident numbers
- Completes trespass affidavits, request forms, and other documents
- Maintains a filing system for juvenile, departmental records, parking ticket records, and other documents
- Separates active/non-active reports, attaches dispatch sheets
- Processes Detective Bureau reports, stolen property lists, code enforcement requests, case file copies, and other documents
- Maintains a working knowledge of police lingo and codes
- Performs daily backup for computer record system
- Transcribes and types report statements and narratives of offense reports, types miscellaneous letters and zone alerts, departmental forms
- Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs
- Operates a variety of machinery, equipment, and tools associated with department activities which may include a typewriter, copy machine, or fax
- Provides fingerprint information
- Monitors sewer alarm system
- Maintains sexual predators/felony register
- Processes shutdowns during emergencies
- Arranges accommodations for indigents
- Prepares and distributes daily work schedules
- Performs other related duties as required.

## EDUCATION AND EXPERIENCE

### Minimum Qualifications

*Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:*

High school diploma or GED equivalency and two (2) to three (3) years' experience in police aide or investigations work; and valid Florida driver's license with acceptable driving record; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## PERFORMANCE APTITUDES

**Data Utilization** Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization** Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability** Tasks involve the ability to exert light physical effort in sedentary-to-light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements** Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*