



City of Austin - JOB DESCRIPTION



Assistant Police Monitor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	17046	Salary Grade:	BD0
Approved:	April 10, 2001	Last Revised:	April 08, 2012

Purpose:

To assist in the provision of civilian oversight of the Austin Police Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists in the acceptance of complaints filed by members of the public against police officers.
2. Compiles, organizes, evaluates and summarizes statistical data.
3. Participates in the investigatory process. Conducts initial interviews with the complainant explaining the oversight and investigative process. Explains police policies and procedures to complainants.
4. Accompanies the complainant to the Internal Affairs intake Office, if needed.
5. Communicates with the Austin Police Department and the Internal Affairs Division.
6. Forwards any relevant information of an investigation to the Commander of the Internal Affairs Division.
7. Reviews and monitors investigations and critical incidents without interference.
8. Serves as the non-voting chairperson of the Police Review Panel and preside at the Police Review Panel meetings.
9. Interact with the community and keep the community informed about the work of the Police Oversight Monitor's Office.
10. Publishes newsletters and make public appearances.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of criminal law and employment law.
- Knowledge of State Civil Service Law and Civil Rights Law.
- Knowledge of Federal, State and Local laws.
- Knowledge of city practice, policy and procedures.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritization.
- Skill in using computers and related software.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to interact with citizens, police officers and the community.
- Ability to demonstrate objectivity towards police and community interests.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to maintain confidentiality.
- Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university and five (5) years of related work experience

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.