



**CITY OF MIAMI SPRINGS**  
invites applications for the position of:

## **PUBLIC SERVICE AIDE (PSA)**

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**SALARY:** \$15.00 Hourly

**OPENING DATE:** 05/01/19

**DESCRIPTION:**

**PUBLIC SERVICE AIDE (PSA)**  
**OPEN UNTIL FILLED**  
Part-Time Position - 29 Hours/Week

Serves as a support function for sworn police personnel by writing routine police reports, investigating traffic crashes, directing traffic, parking enforcement, transporting impounded property and any other law enforcement function that can be accomplished by non-sworn personnel. PSAs will also be trained and utilized to cover for absent school crossing guards.

**DUTIES AND RESPONSIBILITIES:**

- Works assigned shifts that are scheduled to have a PSA on duty 5 days a week between 0800 hours and 2000 hours. These assignments will be rotated periodically to coincide with the beginning and ending of college semesters to give all the PSAs exposure to different shifts.
- Maintains normal availability by radio or telephone for response to various situations and emergencies.
- Carries out duties as prescribed and allowed under State, County and City laws and ordinances for non-sworn personnel.
- Patrols city streets, commercial and residential areas, to observe and report on: state of the city problems (damaged roadways, signs missing or obscured, etc.), other situations and emergencies that require police response. Performs parking enforcement by issuing parking citations.
- Responds to locations where routine crimes have already occurred and file police reports.
- Responds to the scenes of traffic crashes. Preserves evidence, and renders aid and assistance as needed. Conducts investigation to include: taking measurements, interviewing drivers and witnesses, writes reports as required, issues uniform traffic citations as associated with traffic crashes.
- Prepares a variety of other reports including Daily Activity Report, reports of investigations, Tow Receipts, Property Receipts, etc.
- Assists sworn officers at the scenes of traffic crashes with traffic control, handling the towing of vehicles. Assists sworn officers at various crime scenes in preserving the scene, putting up crime scene tape and keeping persons out of the scene who are not authorized.
- Assists the motoring public by providing traffic control, providing jump starts, summoning aid and assisting with lockouts.
- Covers for absent School Crossing Guards as needed.
- Transports impounded property and bicycles as needed to assist sworn officers.
- Maintains contact with supervisors and Communications to coordinate activities and provide assistance as needed and during emergencies.
- Attends traffic court and provides testimony regarding citation issues.

## PERIPHERAL DUTIES

- Maintains departmental equipment, vehicles, supplies and facilities.
- Maintains contact with the general public, court officials, and other city officials in the performance of police operating activities.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to safely operate a motor vehicle
- Ability to learn applicable laws, departmental rules and regulations and standard operating procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, co-workers and supervisors.
- Ability to use sound judgment and common sense in evaluating situations, making decisions and taking appropriate action(s).
- Ability to follow verbal and written instructions.
- Ability to learn the city's geography.

## MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older.
- Must possess a valid Florida driver's license with a good driving record.
- Must be a U.S. citizen.
- Must have a high school diploma or equivalent.
- Must possess excellent oral and written skills.
- Must have successfully passed the TABE 11&12 - LEVEL A (Test of Adult Basic Education) with scores equivalent to grade 10 levels in Reading (597), Mathematics (627), and Language (608).

## OTHER

- Once hired, must attend and pass the Public Service Aide Academy.
- Must meet the department's medical standards.
- Must be of good moral character and of temperate and industrious habits.
- Tuition reimbursement is available for college courses in accordance with department policy.

## IMPORTANT INFORMATION - PLEASE READ:

Prior to employment, candidates for this position will be required to pass a basic skills assessment test (TABE 11/12), comprehensive background check, credit check, computer voice stress analysis (truth detector), psychological screening, and medical examination with 8-panel drug screening.

### **Each applicant must upload a photo or scanned copy of the following:**

- **Valid driver's license**
- **Proof of high school diploma or equivalent**
- **TABE 11/12 Test Results**

Proof of education can be a copy of a high school diploma or GED, an unofficial college transcript, or a college degree. Applicants may choose to upload additional documents at their discretion.

All applicants should completely detail their work experience for the past ten (10) years on the face of the application or risk being disqualified. Applicants should start with the current or most recent position and work back. This job application will be used as the foundation for the comprehensive background check, so answer all sections completely, accurately, and truthfully. Please be sure to include the names and contact information for three professional references in the appropriate section.

This position requires all applicants to attach TABE 11&12 - LEVEL A test results with scores equivalent to [grade 10 levels](#):

READING- 597  
MATHEMATICS- 627  
LANGUAGE- 608

Miami-Dade College administers TABE Testing at numerous locations on a walk-in basis. For more information, visit the Miami-Dade College Testing Department webpage: <http://www.mdc.edu/main/testing/assessments/tabe.aspx>. If you fail to meet a required minimum score, you may retake the test as many times as the testing center will allow.

**IMPORTANT: After submitting the online application, all candidates are also required to complete the MSPD Application/Personal History Questionnaire. Notary services are available at Miami Springs City Hall at no charge to applicants. The completed and notarized questionnaire must be delivered ASAP to: Miami Springs Human Resources, 201 Westward Drive, Miami Springs, FL 33166. The questionnaire is available at this link: [mspd\\_aphq.pdf](#).**

Applicants must provide a valid email address in order to receive notices of required testing and eligibility. Applications/resumes submitted for City employment are a matter of public record governed by Florida law. No faxed or emailed applications will be accepted. Applicants may contact (305) 805-5009/8 or [humanresources@miamisprings-fl.gov](mailto:humanresources@miamisprings-fl.gov) for additional information.

*The City of Miami Springs is an equal opportunity employer and does not discriminate on the basis of gender, race, color, marital status, age, religion, national origin, disability, veteran status, or sexual orientation. Individuals with disabilities needing reasonable accommodation in the recruitment and/or selection process should make their request to the Human Resources Department.*

#### **THE CITY OF MIAMI SPRINGS IS AN ALCOHOL/DRUG-FREE WORKPLACE**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/miamispringsfl>

Position #790-05012019-ORIG  
PUBLIC SERVICE AIDE (PSA)  
BC

Human Resources Department  
201 Westward Drive  
Miami Springs, FL 33166  
305-805-5009

[humanresources@miamisprings-fl.gov](mailto:humanresources@miamisprings-fl.gov)

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