



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002  
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**KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST**

**CLASS TITLE: POLICE PATROL OFFICER / CORPORAL**

**Form Instructions:**

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
  - a. MINOR - The skill area is used 5% or less of the time.
  - b. MODERATE – The skill area is used between 6-14% of the time.
  - c. MAJOR – The skill area is used 15% or more of the time.
  - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (\*\*\*) may be subject to testing through the Civil Service Commission.

| <b>Knowledge, Skills and Abilities (KSA)<br/>Essential to perform this job</b>   | <b>Degree of Importance</b> |
|--|-----------------------------|
| Ability to deal successfully with an excessive amount of stress  | Moderate                    |
| Skill and ability to use and operate assigned equipment, including police computers, radios, radar devices and cameras   | Moderate                    |
| Skill and ability to meet the intellectual and physical requirements of the position   | Always                      |
| Skill and ability to work independently with minimal supervision and exercise good judgment and decision-making  | Moderate                    |
| Skill and ability to work and communicate effectively orally and in writing with diverse individuals and groups  | Always                      |
| Knowledge of and ability to apply appropriate self-defense techniques to protect oneself and others in threatening situations, and the ability to subdue and control individuals as required | Major                       |
| Knowledge, skill and ability to read, interpret and apply applicable codes, rules, regulations, laws, departmental policies, procedures, principles, and practices of law enforcement        | Major                       |
| Skill and ability to diffuse hostile situations effectively  | Major                       |
| Skill and ability to operate a vehicle safely under normal and adverse conditions  | Major                       |
| Skill and ability to proficiently use firearms and weapons   | Major                       |
| Ability to establish and maintain effective working relationships with City management, employees, and other law enforcement agencies  | Always                      |


|  |        |
|--|--------|
| Ability to perform all aspects of the job in a safe manner | Always |
|--|--------|

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Luis Velez Title: Chief of Police

Signature:  Date: 1/14/16

HR Representative: Manuel Alcala Title: HR Analyst

Signature:  Date: 01/19/2016