



POLICE CADET

DEFINITION

Under direct supervision, provides assistance to Police Department personnel; performs para-technical and routine police related work. This is a part-time, non-sworn position with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year. Work schedule includes evenings, weekends and holidays.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

May answer inquiries from the public and staff, both in person and over the phone.

Assist sworn personnel with basic, non-hazardous field work such as writing parking citation, controlling traffic, arranging for vehicle tows and public awareness programs.

Perform basic office support work such as filing and typing, data entry, answering phones and maintaining records.

Assist in coordinating maintenance and repair of department vehicles.

Deliver reports and other documents to court.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Respond to questions from the public and staff.

Communicate clearly both orally and in writing.
Work evenings, weekends and holidays.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School or college student with course work in criminal justice, business or public administration or related field. Some office and public contact experience. Must satisfactorily pass a background investigation.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

