

Junior Cadet

Open Competitive Examination

Part-time employees are appointed by and serve at the will of the Department Head.

This is a part-time, limited service generally limited to 20 hours per week.

DEFINITION

Under direct supervision, learns and performs a variety of support tasks in accordance with the operational policies and procedures of the Police Department. May perform other unsupervised duties as assigned.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Assists with filing, data entry, and other clerical duties.
- Conducts LIVESCAN fingerprinting of citizens.
- Writes and completes various police reports including parking citations as directed.
- Maintains confidentiality of privileged information with a high level of integrity and ethics.
- Responds to inquiries or requests for service in a courteous and professional manner.
- Assists with miscellaneous job-related errands including those involving the use of City vehicles.
- Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices and methods of basic police-related work.

Ability to:

- Learn, understand, interpret and apply laws, regulations, policies and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

(Continued)

Ability to:

- Think and act quickly in emergencies, and judge situations and people accurately.
- Prepare clear, accurate and grammatically correct written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and speak Spanish is highly desirable.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Training:

- High School graduation or its equivalent is required.
- Must be enrolled in college and maintain a satisfactory academic standing in designated college courses and complete the equivalent of at least 12 semester units per academic year or six units per semester.

Special Requirements:

- Must possess and maintain a valid California Class C Driver License.

Age:

- The minimum age is 18 years of age and employment as a Junior Cadet automatically terminates upon the Junior Cadet's 23rd birthday or discontinuance of the designated academic program. A Junior Cadet who has not reached their academic goal by their 23rd birthday may request an extension from the Police Chief if that goal is attainable within one calendar year.

EXPERIENCE AND TRAINING GUIDELINES

(Continued)

Background Checks:

- Successful applicants will be required to undergo a background investigation including fingerprinting.

Medical Examination:

- Persons selected for employment must pass a medical examination including a drug screen by a physician designated by the City.

Loyalty Oath:

- All applicants are required to take a loyalty oath before starting work.

APPLICATION PROCESS

Qualified students should complete designated City application forms and return them to the Personnel Division at San Fernando City Hall.

Applications may be picked-up at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email (personnel@sfcity.org); **OR** you may download an application online (www.sfcity.org).

Completed application should be returned to:

***City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1220***

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

SALARY AND BENEFITS

\$13.20 - \$15.76 Per Hour

Very limited benefits are applicable through membership with the San Fernando Part-Time Employees Bargaining Unit.

EMPLOYMENT PROCESS

The City of San Fernando only accepts applications for positions which are currently open. All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Office prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



**INVITES
APPLICATIONS
FOR**

***Junior Cadet
Part-Time***

Open Competitive Examination

SALARY

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FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**