

Junior Cadet

Open Competitive Examination

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

This is a part-time position with limited hours, generally 19 hours per week.

DEFINITION

Under general supervision, learns and performs a variety of non-sworn law enforcement-related support tasks in an apprenticeship capacity in accordance with the operational policies and procedures of the Police Department. Other unsupervised tasks may be assigned as needed. Patrol Division, Detective Division, Property Unit, Support Services, and Records Unit are some of the departments to which you might be 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.
- Assists the public on the phone or at the public counter.
- Responds to inquiries or requests for service in a courteous and professional manner.
- Assists with computer support services including writing and completing various police reports including parking citations as directed.
- Maintains confidentiality of privileged information with a high level of integrity and ethics.
- Assists with miscellaneous job-related errands including those involving the use of City vehicles.
- May perform ride-alongs, and assist officers in the field with traffic control.
- May assist officers in collecting information, and assist at DUI checkpoints.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices and methods of basic police-related work.
- General functions, operations and activities of a police department.
- General Law enforcement terminology, procedures and practices.
- Proper English usage, spelling, grammar, and punctuation.
- Standard office practices and procedures, including recording keeping and filing.
- Customer service practices and telephone etiquette.
- Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.
- Safety policies and safe work practices applicable to the work.
- Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- Learn, understand, interpret and apply laws, regulations, policies and procedures.
- Think and act quickly in emergencies and judge situations and people accurately.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Prepare clear and accurate reports, documents, data entries and files.
- Use tact and diplomacy in dealing with sensitive/complex issues, situations and concerned people.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain highly confidential information.
- 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, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.
- May be required to work various shifts as needed.

Age

- The minimum age is 18 years of age and employment as a Junior Cadet automatically terminates upon the Junior Cadet's 25th birthday or discontinuance of the designated academic program. A Junior Cadet who has not reached their academic goal by their 25th birthday may request an extension from the Chief of Police if that goal is attainable within one calendar year.

Physical Requirements:

Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear in person and by telephone; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 25 pounds unaided; may be exposed to disturbing or violent language and behavior.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$14.22 - \$16.97 Per Hour

Minimal benefits are applicable.

APPLICATION PROCESS

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 Division 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.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may complete an application online (www.sfcity.org/personnel).

Completed application should be returned to:

**City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340**

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.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected 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.

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**INVITES
APPLICATIONS
FOR**

***Junior Cadet
(Part-Time)***

Open Competitive Examination

SALARY

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FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**