

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
JUNIOR CADET	RESOLUTION NO. 8079	EFFECTIVE DATE 7/19/21
	FLSA DESIGNATION NON-EXEMPT	

GENERAL PURPOSE

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. May perform other unsupervised duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the Junior Level in the Police Cadet Series. The purpose of the Junior Cadet Program is to develop future law enforcement professionals through a combination of college and on the job training and experience. Police Cadets may be assigned to various units within the department including Patrol Division, Detective Division, Property Unit, Support Services and Records Unit.

The minimum age is 18 years of age and employment as a Junior Cadet automatically terminates upon the Cadet's 25th birthday or discontinuance of the designated academic program. A 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with filing, data entry, and other clerical duties.
2. Conducts LIVESCAN fingerprinting of citizens.
3. Assists the public on the phone or at the public counter.
4. Responds to inquiries or requests for service in a courteous and professional manner.
5. Assists with computer support services including writing and completing various police reports including parking citations as directed.
6. Maintains confidentiality of privileged information with a high level of integrity and ethics.
7. Assists with miscellaneous job-related errands including those involving the use of City vehicles.
8. May perform ride-alongs, and assist officers in the field with traffic control.
9. May assist officers in collecting information, and assist at DUI checkpoints.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Practices and methods of basic police-related work.
2. General functions, operations and activities of a police department.

MINIMUM QUALIFICATIONS

3. General law enforcement terminology, procedures and practices.
4. Proper English usage, spelling, grammar, and punctuation.
5. Standard office practices and procedures, including recordkeeping and filing.
6. Customer service practices and telephone etiquette.
7. Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.
8. Safety policies and safe work practices applicable to the work.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

ABILITY TO:

1. Learn, understand, interpret and apply laws, regulations, policies and procedures.
2. Think and act quickly in emergencies and judge situations and people accurately.
3. Prepare clear, accurate and grammatically correct written reports.
4. Communicate effectively, both orally and in writing.
5. Understand and follow written and oral instructions.
6. Prepare clear and accurate reports, documents, data entries and files.
7. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.
9. Maintain highly confidential information.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent. 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. Ability to understand and speak Spanish is highly desirable.

Licenses; Certificates; Special Requirements:

Must obtain and maintain a valid California Class C Driver’s License, and maintain insurability under the City’s vehicle insurance program during the course of employment with the City.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

PHYSICAL AND MENTAL DEMANDS

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

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee may be required to work various shifts.

