

SAN FERNANDO POLICE DEPARTMENT JUNIOR CADET

THE POSITION

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. Departments to which you might be assigned are: Patrol Division, Detective Division, Property Unit, Support Services, and Records Unit.

IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- 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 & 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 & TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

Experience:

- High School graduation or GED 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:

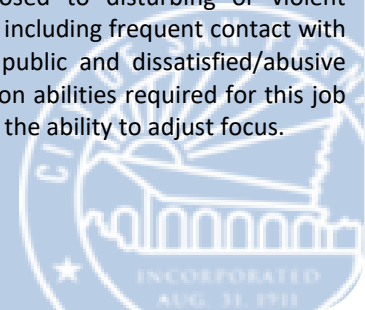
- Must possess and maintain a valid California Class C Driver License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.
- May be required to work various shifts as needed.

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 Abilities & 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, including frequent contact with customers and/or the public and dissatisfied/abusive individuals. Specific vision abilities required for this job include close vision and the ability to adjust focus.



COMPENSATION & BENEFITS

Hourly Salary: \$16.78 - \$20.40

NOTE: This is an at-will, part-time position with minimal benefits.

BILINGUAL BONUS \$50 per month upon passing Bilingual exam.

TUITION REIMBURSEMENT Up to \$1,500 per fiscal year for approved courses.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Personnel Division
117 Macneil Street, San Fernando, CA 91340
Personnel@sfcity.org | (818) 898-1221

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.

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. 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.



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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

SAN FERNANDO POLICE DEPARTMENT

JUNIOR CADET (PART-TIME)

Open Competitive Examination

HOURLY SALARY

\$16.78 - \$20.40

FILING DEADLINE

OPEN UNTIL FILLED

FIRST REVIEW – January 31, 2025