Class Specification
POLICE CADET
(PART-TIME)

Date: 7/10/2012

GENERAL PURPOSE
Under supervision, performs duties as required in the Records Section/Front Office area of the Police Department.

DISTINGUISHING CHARACTERISTICS
Minimum age of eighteen (18) years. This is a non-sworn, miscellaneous employee position without peace officer powers within the Police Department.

ESSENTIAL FUNCTIONS
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
 Receives reports and complaints from the public at the front counter; completing necessary forms in regard to information received.

Issues and processes overnight parking permits; searches case files for information.

Operates standard office equipment; performs clerical work as required; maintains file systems; may perform specific duties requested by the Watch Commander in the maintenance of police vehicles and equipment.

Performs other related duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The following requirements are representative of the knowledge, skills and/or abilities required.

Knowledge, Skills and Abilities:

Knowledge of
 Standard office equipment including computers, computer software programs, calculators, telephones, and copy machine.
Skills/Abilities
Possess an understanding of the problems of people dealing with the Police Department.

Complete forms and record legibly in writing or printing complete, accurate and concise notes using proper English grammar and spelling.

Operate computer, calculator, telephone, portable radio and copying machine.

Respond to the public's and staff's requests for assistance both on the phone and in person.

Perform fingerprinting detail.

May be asked to assist with matron duty.

Get from one location to another in the course of doing business, including climbing stairs.

Lift up to 15 pounds.

Sit for up to two hours at a time.

Stand for prolonged periods of time.

Understand and follow oral and written instructions.

Deal tactfully and effectively with the public; and establish a good working relationship with fellow employees.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
High School graduation or GED equivalent and at time of appointment has to be presently enrolled as a student in a Junior College or University.

Experience
No prior law enforcement experience required.

Licenses/Certificates
Possess and maintain a valid State of California Driver's License.

Physical Demands and Work Environment:

Physical demands
The physical demands described are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance,
stoop, kneel, or crouch. While performing the duties of this job, the employee is regularly required to drive safely. Employee must occasionally lift and/or move up to 15 pounds.

**Work environment**

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally works 10% outdoors (including time spent in a patrol car or other police vehicle) and 90% indoors. While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.

Employee may work outdoors at all times of day and in all weather conditions.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens.

Department: Police Department
FLSA Status: Non-Exempt
Revised: 7/1/13