



CITY OF CHINO

Police Cadet

Definition:

Under direct supervision, provides assistance to various personnel in the Police Department; performs a variety of routine office support and para-technical Police related work; and does related work as assigned.

Class Characteristics:

Police Cadets are assigned to various divisions of the Police Department as designated by the Chief of Police and perform a variety of tasks within the guidelines of non-hazardous duty assignments in support of sworn personnel.

Essential Job Functions:

- Provide assistance and perform a variety of tasks in support of Police Department programs and public awareness.
- May assist sworn personnel with fundamental, non-hazardous fieldwork such as writing parking citations, controlling traffic at intersections, and arranging for the towing of vehicles.
- Assist in collecting and preparing equipment and materials; set up equipment as needed.
- Perform basic office support work such as filing and typing; provide routine or procedural information; direct people to appropriate personnel; answer the telephone, take messages or route calls to appropriate personnel; maintain a variety of records.
- Operate a variety of office equipment such as copiers, computers, typewriters, and teletype equipment; conduct inspection of equipment as needed.
- Assist with coordinating the maintenance and/or repair of Department vehicles.
- Work a varying schedule.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Knowledge of:

- Office methods and procedures.

Skill in:

- Operation of a variety of office equipment.

Ability to:

- Learn and follow Police Department rules, policies, and procedures.
- Work safely and efficiently.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records.
- Deal tactfully and courteously with the public, City staff, and co-workers.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative working relationships.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Work a varying flexible schedule including weekends, weekdays, evenings, and holidays (hours/days may be adjusted as needed).
- Participation in a Law Enforcement Explorer Program and/or enrollment in college courses leading to a degree in criminal justice or a related field and maintaining a C average (desirable).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category II Moderate Physical Effort: Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Physical Requirements

- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.

- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.

Employee Unit:

Part-time/Temporary/Seasonal

Revised: 10/31/06

Replacing Police Cadet classification specification dated 10/8/02.

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