

CITY OF COVINA
POLICE CADET

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conjunction with a formal training program designed for career development into the law enforcement field as a Police Officer.

DISTINGUISHING CHARACTERISTICS:

A **Police Cadet** is a part-time position responsible for performing a variety of routine functions for the Jail, Records, Evidence, and Detective Divisions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from assigned management. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the routine functions of an assigned Police Division.
- Assists in the referral of citizen complaints and problems.
- Processes records checks and overnight parking applications.
- Investigates activities such as thefts, loss of property, neighborhood disputes, and traffic problems.
- Assists officers and jailers in booking prisoners, including fingerprinting and photographing.
- Performs filing and other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the incumbent must be at least 18 years of age by time of appointment and have 20/20 vision corrected in both eyes. Acute hearing is required when providing phone and personal service. The position also requires the ability to frequently exert 20 to 50 pounds of force and occasionally exert up to 100 pounds of force to move objects. In the

course of normal duties, this position may be exposed to chemical and biological hazards. The position may require working weekends, holidays, and rotational shifts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Graduation from high school (or GED Proficiency Certificate). A Police Cadet must be currently enrolled or within three months of employment with the City enroll in a minimum of twelve semester units in a course of study leading to a degree related to law enforcement from an accredited college, and must maintain at least a 2.0 G.P.A.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic standard office procedures, practices and equipment; modern office practices, methods and equipment, including computer and applicable software; methods and techniques for record keeping, filing, and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety practices.

Ability to:

Ability to learn department rules and procedures; learn laws of arrest and pertinent local, state, and other laws; ability to meet and deal with the public tactfully and courteously; perform mathematical calculations quickly and accurately; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as a part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; and type 25 words per minute.

Skill to:

Operate standard office equipment including a computer and a variety of word processing and software applications.