

CITY OF OCEANSIDE

JANUARY 2006
JOB CODE: XTRA09
UNIT: HOURLY/EXTRA-HELP

POLICE CADET

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direct supervision, in a training capacity, performs a wide variety of entry-level duties within the Police Department.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides assistance to the Police Department performing a variety of duties including assisting with special events such as setting up barricades, traffic control, delivering and setting up equipment and materials; pick up, transport, deliver and place into storage archived files; assist with firing range operations including collection and transport of range revenues; provides courier service to Department; may assist customers at the public counter of the Police Department; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Traffic safety procedures and laws.
Police Department policies and procedures.

Ability to:

Accurately follow verbal and written instructions.
Communicate effectively, verbally, in writing, in person or on the telephone.
Maintain composure and take appropriate action during emergency or potentially dangerous situations.
Establish and maintain effective relationships with those contacted during the course of training.

Experience and Training Qualifications

Experience: Must be 18 years of age or older.

Training: Graduation from high school. Must be currently enrolled on a full-time basis in an accredited college program with emphasis in criminal justice, and/or demonstrate intent to pursue a degree in criminal justice.

License: A current, valid, California Class A or B driver's license.

WORKING CONDITIONS

Environmental Conditions: Office in Police Department; driving a City vehicle; field environment in all types of weather; may be in heavily trafficked City streets; exposure to potentially dangerous situations associated with law enforcement; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for kneeling, lifting, bending, sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.