

POLICE CADET

Open Competitive

EXEMPT

NOTE: CANDIDATES FOR THIS POSITION WILL BE REQUIRED TO UNDERGO A

BACKGROUND INVESTIGATION PRIOR TO EMPLOYMENT

APPLICATIONS WILL BE ACCEPTED BETWEEN 8:00 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY UNTIL FURTHER NOTICE. RESUMES WILL NOT BE ACCEPTED IN LIEU OF A CITY OF BURBANK APPLICATION.

SALARY: \$14.33 - \$17.89/hour

DEFINITION OF THE POSITION:

Under general supervision, learns and performs a variety of tasks in the law enforcement field and does related work as related as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

Takes reports; assists in investigations; collects, transports, and books evidence, found property and property for safekeeping or destruction; assists in non-criminal transportations; conducts building and museum tours; assists with educational and community programs and events; operates City vehicle in compliance with all laws and regulations; stores, moves, and inventories various property and equipment; learns and enters data and makes inquiries of various computer information systems; interacts with citizens and with law enforcement personnel from various agencies; answers telephones, does filing and other clerical duties; attends educational courses and classes as required; adheres to departmental orders and directives; maintains a high level of integrity and ethics, and confidentiality of privileged information; works overtime with little or no notice.

MINIMUM QUALIFICATIONS FOR THE POSITION:

EDUCATION/TRAINING: High school diploma or equivalent and enrolled at an accredited institution at time of appointment.

AGE: At least 18 years of age at time of appointment.

CITIZENSHIP: United States citizen or a permanent resident alien with citizenship application in process at time of appointment.

PHYSICAL REQUIREMENTS: Applicants must be in good physical condition subject to determination by the City's medical examiner and able to lift, carry, and otherwise move irregularly shaped items.

LICENSE & CERTIFICATES: A valid California Class "C" driver's license or equivalent at time of appointment.

SPECIAL CONDITIONS AND REQUIREMENTS: While employed as a Police Cadet, must complete 18 credits in an academic year while maintaining a 2.5 Grade Point Average each semester or quarter, and reside within 45 miles of the City in order to report to work within one hour. NOTE: This classification is a trainee level position intended to introduce the incumbent to a variety of law enforcement

careers through practical experience. Therefore, appointments to this classification are for a maximum of three years.

EMPLOYMENT STANDARDS: Knowledge of police standards of conduct; applicable local, county, state, and federal laws and regulations; safe operations of a motor vehicle; modern office methods, procedures, and equipment, including but not limited to computers and supporting software; effective customer service techniques; English usage, grammar, and punctuation. Skill in speaking, reading and writing English; writing clear and accurate reports; reading, comprehending, and applying departmental policies, rules, regulations, codes, and other police literature; responding appropriately to citizen inquiries.

THE COMPETITION FOR THE POSITION:

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.

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