CITY OF EL SEGUNDO
invites applications for the position of:
Police Cadet

SALARY: $16.27 - $17.94 Hourly

OPENING DATE: 02/23/15

CLOSING DATE: Continuous

DESCRIPTION:
Only on-line applications will be accepted for this position and all notification will be completed via e-mail. This recruitment will be open on a continuous basis until all positions are filled and may close at any time. Interested individuals are encouraged to apply immediately.

ABOUT THE POLICE CADET PROGRAM:

The Police Cadet position is aimed at individuals considering a career in law enforcement. Participants in the Cadet Program gain exposure to, and an understanding of, police work performed in a municipal police department. Police Cadets serve as non-sworn police auxiliary personnel and perform various clerical and beginning level technical support police work under general supervision as part of an intern/apprentice program. As the Police Cadet program is designed as a career preparation internship, concurrent enrollment in equivalent to a minimum of 12 semester units at a community college or university is required (Police Cadet applicants and employees are required to maintain a grade "C" average or higher).

The Police Department is currently recruiting for part-time, non-benefited at-will positions that will work an average of 19 hours per week.

APPLICATION AND SELECTION PROCEDURE:
All applications will be reviewed. Only candidates meeting the City’s minimum qualifications and appearing most qualified, based upon the standards of the Police Cadet program, will be invited to participate in the interview process.

Candidates selected following the interviews will move on to the background step of the selection process. All employment offers are conditional and based on candidate’s successful completion of a criminal records check, polygraph exam, extensive personal background Investigation, final interview with the Police Chief or designee, and a City paid medical evaluation (includes drug and alcohol screen).

This is a part-time, temporary, at will position exempt from the classified service.

ESSENTIAL JOB FUNCTIONS:
Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:
Copies and shred documents; receives, sorts and distributes incoming and outgoing mail; files and retrieves documents and records; interacts with the public and provides factual information about Department procedures or services; prepares routine reports and forms; orders supplies as directed.

Directs traffic and provides related assistance at traffic or accident scenes; identifies violations of parking laws and issues citations; tags abandoned vehicles for impound.

Assists staff in performing day-to-day tasks; participates in and provides support to special projects and events.

Cleans and/or washes police vehicles; performs minor maintenance at the police station, including changing light bulbs, emptying trash, etc. as directed.

**QUALIFICATIONS:**
**Minimum Qualifications:**

Must have any combination of education or experience equivalent to a High School Diploma, some college coursework, and a demonstrated interest in a law enforcement career. Must be currently enrolled, or scheduled to enroll, in a minimum of 12 college semester units. Incumbents must maintain a course load of at least 12 college semester units/quarter system equivalent, and maintain a grade "C" average or higher.

** Licensing/Certification Requirements:**

Valid California Class C Driver License

**Knowledge, Skills and Other Characteristics:**

Knowledge of basic office practices and related equipment operation.
Skill understanding and following oral and written directions.
Skill understanding and applying City and Department rules, regulations, policies, procedures and laws.
Skill operating various types of office equipment.
Skill maintaining records and preparing various forms and reports.
Skill establishing and maintaining effective working relationships with other department staff, other City employees and the public.

**Working Conditions:**

Work may be performed primarily in a field setting under a full range of environmental conditions and/or in a traditional office setting. Cadets may work with and/or in close proximity to chemicals, blood products and various controlled substances. Irregular work assignments, and work on holidays and evenings may be required.

**SUPPLEMENTAL INFORMATION:**

The Human Resources Department will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (310) 524-2381 no later than seven (7) calendar days before the test date.
Police Cadet Supplemental Questionnaire

* 1. The Police Cadet program is designed for individuals seeking a career in law enforcement. Describe why you are interested in this program and how it will contribute to your career preparation.

* 2. As this is a career preparation program designed for concurrent enrollment in college, candidates are required to maintain a minimum of 12 semester units (or equivalent) throughout the year with a "C" average or higher (you are not required to be enrolled in classes during winter or summer breaks). Please choose the option(s) that best describe how you meet this requirement (Select all that apply).

  - I have graduated from High School and have not completed any college coursework yet.
  - I completed a minimum of 12 semester (or quarter equivalent) units with a C average or higher during Spring 2013.
  - I completed a minimum of 12 semester (or quarter equivalent) units with a C average or higher during Summer 2013 (or am currently enrolled in 12 units and have not yet received my grades).
  - I completed a minimum of 12 semester (or quarter equivalent) units during Fall 2013.
  - I am currently enrolled in or intend to be enrolled in a minimum of 12 semester (or quarter equivalent) units during Winter/Spring 2014.
  - I am enrolled in college/university, but am currently enrolled in less than 12 semester (or quarter equivalent) units.
  - I am enrolled in college/university, but do not have a "C" average or higher.
  - Other

* 3. Describe any coursework that you have taken in Law Enforcement, Criminal Justice or a closely related field. Provide a course description, the semester (or quarter) units, and your grade in the course.

* Required Question