

## POLICE CADET I

### NATURE AND VARIETY OF WORK

This is an introductory class of work for a high school student in preparation to become a Police Officer. This position is part-time; incumbents may work up to 39 hours per week. Responsibilities include a variety of duties and training that provide exposure to the Police Department's operations. Will be assigned to various locations, including a district station, a specialty unit or a bureau. Required to perform technical and clerical tasks which are germane to police work. Work is performed under the close supervision of a designated supervisory position and is evaluated through collective evaluations of command staff. Upon graduation from high school, incumbent may be non-competitively promoted to Police Cadet II.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Attends and actively participates in classroom and practical instruction required for Cadet Program completion.

Provides assistance to various Commanders within the Police Department concerning technical and clerical matters.

Assists with the collection and preparation of statistical data for reports.

Provides support for special events, programs and projects.

Receives, records and files incoming messages; distributes messages on general and specific orders.

Prepares and sends teletype messages as requested.

Answers, screens and refers telephone calls.

Logs, files, sorts and delivers departmental mail.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to acquire and apply knowledge of County laws, ordinances and Police Department Regulations.

Ability to understand and carry out complex oral and written instructions.

Ability to deal courteously and effectively with others.

Ability to operate a motor vehicle.

Ability to maintain records in an accurate, retrievable manner.

Ability to exercise prudent independent judgment.

#### MINIMUM QUALIFICATIONS

Must be at least 16 ½ years of age at the time of hiring.

Must be a high school junior with at least a 2.5 grade point average.

#### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment physical examination and background investigation.

Must acquire a valid Maryland driver's license within six (6) months of 17<sup>th</sup> birthday.

Must maintain at least a 2.5 grade point average throughout program participation.

**Failure to acquire diploma will result in an immediate dismissal.**