



CITY OF FONTANA

POLICE CADET

\$13.00 – \$15.80/hr.

(Part-time, at-will, no benefits)



DEFINITION: The Cadet Program is designed to introduce recent high school graduates (ages 18 to 24) to a law enforcement career and to prepare them for entry into the Police Academy. Under direct supervision, the Cadet position performs a wide variety of police support duties and clerical assistance for the Fontana Police Department.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Perform reception duties; greet visitors and direct to appropriate staff; answer questions and provide general information to the public; answer phones and forward calls as appropriate.
- Provide assistance in property control as needed; log incoming property into computer, release property, transport evidence to crime lab, appear in court to testify regarding the validity of evidence.
- Provide support assistance and learn the duties performed in the following areas: lobby reception, records, crime prevention, dispatch, patrol, and property control.
- Provide clerical support as needed; type, file, provide requested forms and reports; release vehicles to individuals as appropriate.
- **Maintain current enrollment and satisfactory completion of at least 9 semester units of law enforcement related college courses** in order to participate in the Cadet program.
- Communicate clearly and concisely, both orally and in writing.
- Learn, understand, interpret and apply Police Department policies and procedures.
- Understand and carry out oral and written instructions.
- Must meet the Peace Officer medical standards recommended by the Commission on Peace Officer Standards and Training.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer, and
- Other duties as assigned: This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement and fine hand coordination in using a computer keyboard. The need to lift, carry and push supplies weighing 25 pounds or more is also required. May be required to work outside in the elements; hot, cold and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone and counter service.

EXPERIENCE AND TRAINING GUIDELINES: Successful candidates will have some basic knowledge of modern office procedures, methods and computer equipment and effective public communication techniques.

EXPERIENCE/EDUCATION: Equivalent to the completion of the twelfth grade and current and continuous enrollment in an accredited college or university with college level course work in law enforcement. The incumbent must be a minimum of 18 years old and a maximum of 24 years old. **LICENSES AND/OR CERTIFICATIONS:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.

SELECTION PROCESS: May include, but not limited to, a written test, physical agility test, department oral interview, thorough background investigation, pre-employment physical, psychological examination, and/or polygraph test.

APPLY: Applications are available online at www.Fontana.org/Jobs or in person at the Human Resources Office. Emailed, facsimiled and printed employment applications will not be accepted. Resumes will not be accepted in lieu of an online employment application. Please notify the Human Resources Department in advance if you require special accommodations to complete the application process. All applicants will be notified of the selection process via e-mail.

This is a continuous recruitment that may be closed at any time.

CLOSING DATE: Continuous

08/06/2020