



# SAN RAFAEL

THE CITY WITH A MISSION

## Police Cadet

(Three Positions Available)

Fixed-Term/ 20 hours a week

\$20.51 per hour

Limited benefits available

Flexible work schedule to accommodate school needs

Limited Term Appointment (not to exceed 3 Years)

**APPLICATION DEADLINE: *Continuous Recruitment***

**THE CITY** is focused on enhancing our community members' quality of life through well- designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called "[Together San Rafael.](#)" City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience. **2022 Best Places to Work: San Rafael Excelling Together:** <https://elgl.org/2022-best-places-to-work-san-rafael-excelling-together/>

### **THE POSITION:**

The City of San Rafael is recruiting for the position of Police Cadet (3 positions available). This is an excellent job opportunity for students interested in law enforcement. Under direct supervision, this fixed-term/limited term, civilian position provides general and specific information and assistance to the public. The position also provides logistical assistance to all police department functions. The primary assignments for the Cadet position are crime prevention, patrol support, and records/front office support.

***This position performs the following essential job duties:***

- Maintains inventory of supplies and equipment
- Photocopies documents, files reports and manages additional work requests
- Uses personal computers and software applications for data entry and records maintenance
- Ensures proper calibration and maintenance of technical equipment and instruments
- Cleans and maintains work areas and machinery
- Assists with vehicle fleet cleaning and maintenance
- Performs related duties as required

***To be eligible for this position you must have knowledge of:***

- Basic office practices and procedures
- City and Department policies and procedures
- Information technology, personal computers and related software applications
- Correct English usage including spelling, grammar and punctuation
- Alphabetical and numeric filing systems

***To be eligible for this position you must possess the ability to:***

- Deal tactfully and effectively with the public
- Understand and carry out oral and written instructions
- Maintain accurate records and files
- Communicate effectively both verbally and in writing
- Understand and carry out oral and written instructions
- Process documents, maintain accurate records and files, and perform routine clerical duties
- Operate large vehicles, move heavy equipment, and tow equipment and trailers
- Use a computer to prepare documents and spreadsheets
- Establish and maintain cooperative relationships with the public and fellow employees
- Make arithmetic calculations quickly and accurately
- Work evenings and weekends

***EDUCATION / EXPERIENCE:***

- High School Diploma or equivalent.
- Some related experience preferred.

***SPECIAL REQUIREMENTS***

- Must be able to meet City of San Rafael Police Department requirements for security clearance.
- Must accept "limited term" appointment requirement as a condition of employment.
- Must possess a valid California drivers' license and have a safe driving record.
- Preference given to college students preparing for a career in law enforcement.

***PHYSICAL DEMANDS:***

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to grasp, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, bend squat, climb, kneel and twist. The employee must frequently lift up to 10 pounds and occasionally lift up to 75 pounds. The employee must occasionally move or carry up to 100+ pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**APPLICATION AND SELECTION PROCESS:**

Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: application appraisal, written examination, oral board interview examination and/or performance examination. Note: Prior to appointment, candidate must pass a pre-placement physical examination and an in-depth background check and fingerprinting.

**Reasonable Accommodation:** The City of San Rafael 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 (415) 485-3474 no later than three (3) calendar days before the test date.

- To file an application on-line go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-20321703>
- For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org)