

**City of San José**  
**CLASS SPECIFICATION**

**Title: Police Cadet U PT (2213)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Varies	Non-exempt

**CLASS SUMMARY**

Under immediate supervision, assists police personnel in performing various non-hazardous tasks and clerical responsibilities in the Police Department. Provides clerical support to department personnel, assists sworn personnel with non-hazardous fieldwork tasks, participates in community outreach events, and attends trainings. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This trainee level classification is designed for career development into the law enforcement field. Incumbents will learn diverse tasks, policies, procedures, and standards within the Police Department. Work is highly supervised while in progress and fits an established structure or pattern. This is a non-sworn classification. This classification differs from Police Recruit in that the latter actively participate in the P.O.S.T. (Commission on Peace Officer Standards and Training) prescribed police academy training program.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Educational Development [GED] Certificate or California Proficiency Certificate) OR currently enrolled in the last year of high school. Upon completion of high school or equivalent, must maintain full-time status in an accredited college or university AND maintain a cumulative GPA of at least 2.5. Completion of a Police Activities League (PAL) or Police Explorer program is desirable.

**Required Licensing (such as driver's license, certifications, etc.)**

- Must be at least 17.5 years of age at the time of application and between 18 and 23 years of age at time of appointment. As a condition of employment, Police Cadet Interns are required to test for the position of Police Officer Recruit upon reaching 24 years of age.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Reliability – Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Assists police personnel with performing various non-hazardous fieldwork tasks including traffic or crowd control and investigative assistance.	Daily/Several Times
2.	Provides clerical support for department personnel including assistance in police report preparation and filing.	Daily/Several Times
3.	Participates in community outreach events and provides information and assistance to the public regarding community and police related issues.	Intermittent
4.	Conducts tours of City facilities.	As Required
5.	Attends required trainings.	As Required
6.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, running, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

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When assigned to fieldwork, possess ability to:

- Quickly observe, assess, and respond to changing emergency conditions;
- Meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 03/17; s000*