City of Fullerton Invites Applications For

POLICE CADET

$11.50 per hour

SENIOR POLICE CADET

$13.00 per hour

ALL NEW HIRES WILL BE APPOINTED AS POLICE CADETS. POLICE CADETS ARE ELIGIBLE FOR PROMOTION TO SENIOR POLICE CADET AFTER ONE YEAR

This is a Temporary/Non-Benefited Position

APPLICATIONS ARE ACCEPTED ON A CONTINUOUS BASIS
Applications available at www.cityoffullerton.com

THE POSITION

Police Cadet is a non-sworn, part-time non-regular position designed to provide an opportunity for training and exposure to all divisions within the Police Department. Under direct supervision, Cadets will be expected to perform a variety of routine and progressively more difficult non-sworn tasks in a one to three-year apprenticeship program designed to prepare an individual for a career in law enforcement. The applicant will *not* be expected to have prior experience.

EXAMPLES OF ESSENTIAL DUTIES

Perform clerical duties including recordkeeping, answering telephones, data processing and filing; use a computer to process information and prepare reports; drives a vehicle on City business; assist in the dispatch center, parking enforcement, traffic control and prisoner transportation and custody; assists in processing and storing evidence, storage inventory and control of departmental supplies; assist with vehicle transportation, fingerprinting individuals and photography; submit completed reports on all cases assigned and provide information and directions to the public.

MINIMUM REQUIREMENTS

Must be able to work a flexible schedule to include emergency call-in, call-back, shift work, nights, holidays and weekends to accommodate City needs.

Education

Graduation from high school and must be currently enrolled in at least 12 semester units of Police Science, Criminal Justice, Administration of Justice or a related field at an accredited college or university. Police Cadets must maintain a minimum of 12 units per semester in Police Science, Criminal Justice, Administration of Justice or a related field until obtaining an Associates Degree from an accredited college or university. All college/university course work must have been, and continue to be, accomplished with a grade of "C" or better.

Age

Must have reached the age of 18 at time of appointment

Driver License

Must have a valid California class C driver license at the time of appointment and acceptable driving record at time of appointment and throughout employment in the class series. The applicant cannot have more than three moving violations within the last three years of the date of application and cannot have more than three DMV points on his/her record within the last three years of the date of application. Traffic accidents will be examined on a case-by-case basis and may be grounds for disqualification. The applicant may not be on any DMV restrictions or probation.

Citizenship
Must be a U.S. citizen or resident alien who has applied for citizenship at time of appointment.

Pre-Employment Screening
Candidates must be able to successfully pass a Police Department pre-employment screening process which includes but is not limited to:

CRIMINAL HISTORY: No felony convictions. Misdemeanor convictions will be reviewed on a case-by-case basis.

FINANCIAL STABILITY: No bankruptcy filings or judgments within the previous four years. No charge-offs or tax liens within the previous two years are permitted. Late payments and civil judgments will be reviewed on a case-by-case basis and may be grounds for disqualification.

DRUG USE: Recent drug use may disqualify a candidate

PHYSICAL REQUIREMENTS

Work is performed indoors in a front counter or office environment and may occasionally be performed outdoors with full exposure to the elements. An incumbents drives a vehicle on City business, sits and stands for periods of time, uses a computer, walks and may run on slippery/uneven surfaces, climbs, kneels, crouches, twists, reaches, bends, crawls and grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 30 pounds for Police Cadet and 50 pounds for Senior Police Cadet. Senior Police Cadets may participate in training exercises which require them to successfully complete physical tests/tasks which include dragging a 165 pound dummy, pushing a patrol car, climbing ladders, scaffolds, a 6 foot wall and similar obstacles, jumping over 3 foot high sawhorses or wooden barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows and performing sprints, runs and pushups. When assisting with traffic control, an incumbent may be exposed to vehicular traffic and fumes. When assisting with property and evidence, incumbents may be exposed to dust, dirt, bugs, rodents and rodent droppings inherent in storage facilities and a variety of hazardous compounds which may be found on property/evidence to include materials contaminated by blood and other human products and explosive materials. With or without accommodation, incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

SELECTION PROCEDURE

Qualified applicants will be invited to an oral board interview. Interviews will be scheduled as needed. Applicants who pass the oral interview will be placed on an eligible list. The Police Department will refer to this list when making a selection. The Department is not required to contact all individuals on the list. Candidates invited to continue the selection process will be subject to an in-depth background, polygraph examination and medical examination after a conditional offer of employment has been made and accepted.

NOTE:

All employment offers are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, all new hires will undergo a drug screen.

All new hires, including City of Fullerton non-regular employees will be fingerprinted. Fingerprints are verified with the Department of Justice.

Police Cadet is an at-will position without any vested property rights.

City of Fullerton employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification.

Recruiting officer	714-738-3377
JOB LINE INFO	714-738-6775

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Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.