

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Police Cadet
DEPARTMENT:	Police
CLASSIFICATION:	Non-Union, Non-Exempt
EFFECTIVE DATE:	January 1, 2007

POSITION PURPOSE:

Assist in operating the police department and perform a wide variety of administrative tasks that allow commissioned officers to provide more patrol services.

SUPERVISION RECEIVED:*

- o Works under the direct supervision of the Police Administrative Supervisor.

SUPERVISION EXERCISED:*

- o None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Assists the general public in locating information, answering questions, explaining procedures and may refer persons to other agencies.
- o Operate office equipment and performs word processing. Operates the police radio and paging system to communicate with on-duty officers.
- o Operate city vehicles doing errands, picking up and delivering items.
- o Assist in training of college interns and volunteers.
- o Assist Property and Evidence Technician when necessary.
- o Responsible for engaging in a wide variety of activities such as traffic directions, crowd control activities, civic events, and other situations.
- o May assist with writing no-suspect misdemeanor case reports from citizens at the Police Department.
- o Responsible for having all department vehicles/property maintained.
- o Responsible for maintaining cleanliness of Police Department and parking lot.
- o May assist with taking fingerprints and submitting them to the proper agencies.
- o May assist the Records Clerks with entering data from citations into the Records Management System.
- o May assist in updating brochures and other department literature.
- o Assist Special Services Sergeant and Detectives with investigations, phone calls, data entry, and transcription.
- o Deploy and Retrieve Traffic Radar Units.
- o Assist or respond to non-aggressive, confined animal pickups/transports

- o Assist in the removal of unauthorized street signs per Municipal Code.
- o Maintain Animal Control Index File.
- o Participate in Neighborhood Watch Meetings.
- o Assist in keeping accurate statistical data for Animal Control.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Most work is performed in an office setting. Walking, sitting for long periods of time, standing, bending and reaching, dexterity of hands and fingers to operate computer keyboard, hearing and speaking to exchange information is required. Seeing to read complex reports and data, and lifting light objects is required. Traveling is required. Evening or variable hours to attend meetings is required.

QUALIFICATIONS:

- o Ability to communicate effectively both orally and in writing including the ability to manage circumstances involving conflict and upset people.
- o Ability to work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional.
- o Ability to organize, prioritize and multi-task.
- o Skills in the operation and understanding of personal computers and typical office equipment.
- o Ability to lift a minimum of 50 pounds is required. As a peripheral duty, the employee may be asked to lift and/ or move heavier weights such as office furniture or equipment, but in no case more weight than is otherwise allowed by law.
- o High School diploma or equivalent combination of experience and education in keyboarding and office practices.
- o Valid Washington Driver's License and able to operate a city vehicle.
- o Typing proficiency of at least 25 words per minute.
- o Minimum age of 18.
- o Pass a background investigation and a polygraph examination.
- o One year of office experience in law enforcement or related field or any combination of education and experience, which provides the applicant with the desired skills knowledge and ability to perform the job, may be substituted for these qualifications.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

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DATE