CITY OF BENTON

Police Cadet
Job Description

Job Title: Police Cadet	**Department:** Police Department
Classification: Non-Exempt	**Reports to:** Police Logistics Support Manager
EEO Category: Full-time	**Pay Grade:** $32,500 - $37,840.14 per year $15.63 – 18.19 per hour

SUMMARY

The **Police Cadet** serves the City of Benton residents by assisting with the minor day-to-day operations of the Police Department. The Police Cadet works under the immediate supervision of the Administrative Lieutenant, unless otherwise instructed. The Police Cadet position is an entry-level civilian position designed for individuals who are interested in seeking future employment as a Police Officer but who do not yet meet minimum qualifications. While all employment with the City is at will and not for any definite term, Cadets typically occupy that position for a period not to exceed three years, or until the individual meets the eligibility requirements to apply and test for a Police Officer position, whichever occurs first. Cadet positions are extremely valuable in providing individuals with interest in becoming Police Officers experiential opportunities to better understand the day-to-day work entailed. Individuals already credentialed as Police Officers, or who have lost their credentials, are not eligible to serve as a Cadet. Cadets are not within the ambit of the Benton Civil Service Commission's jurisdiction and can be removed without notice, with or without cause, at the discretion of the Chief of Police. The position is deemed as nonessential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Operates a City vehicle to perform duties; maintains vehicle in a clean and sanitary manner.
- Deliver license plates to the Arkansas Revenue Office each Monday.
- Run errands when and where possible to free sworn personnel to perform police related duties.
- Transport division vehicles for fueling, washing and other maintenance.
- Answer phones as necessary.
- May assist in the reception of visitors.
- May assist the Evidence Custodian with his/her duties.

- Perform tasks requested by sworn personnel and civilian personnel in the division employed.
- Report to the Division Commander or designee for daily duty assignments, request for leave and personnel issues.
- Operate the department pick-up truck for transporting heavy/large objects.
- Copy documents as needed.
- Pick up supplies and equipment as needed from various locations.
- May take minor complaints such as gas drive off and minor criminal mischief in person or over the phone.
- Testify in court as necessary.
- Performs other duties as required or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions, and in an office environment with exposure to fumes, dust, toxic or caustic chemicals. The position requires regularly driving a motorized vehicle.

The position involves writing, keyboarding, speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy and fax machines, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the general public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in Police services typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the position.

Basic Qualifications:

- High school diploma, or equivalent
- Must possess a valid Arkansas Driver's License

Knowledge

- Knowledge of grammar, spelling, and punctuation.
- Knowledge of basic arithmetic.
- Knowledge of computers and computer programs.

Skills

- Skill in operation of City vehicle to perform essential functions.
- Energetic personality with strong interpersonal communication.
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative and flexible attitude.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- Ability to communicate effectively orally and in writing.
- Ability to answer the telephone, greet visitors, and provide information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____