

**City of San Rafael  
Job Class Specification**

## **Job Title: Police Cadet**

### **SUMMARY**

Provides general information and referral assistance to the public in person or on the telephone. Performs routine data entry and filing duties.

General supervision is provided by the Police Sergeant. Responsibilities may include training of newly hired personnel in the same classification.

This is an entry level police civilian classification and performs all duties required to effectively support police services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.*

- Maintains inventory of supplies and equipment used for evidence, first aid and mass arrests
- 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

### **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

### **ABILITY TO:**

- 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 personal 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

## **LANGUAGE, MATHEMATICAL AND REASONING SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **EDUCATION, CERTIFICATION AND EXPERIENCE:**

High school education. Some related experience preferred. Valid driver's license.

## **PHYSICAL DEMANDS:**

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. 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.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 regularly exposed to video display and regularly works in inside environmental conditions. The employee frequently works in evenings or weekends. The noise level in the work environment is usually quiet.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police  
FLSA Status: Non-Exempt  
Prepared By: SRPD Succession Planning Committee  
Prepared Date: November 2008  
Approved By: City of San Rafael & San Rafael Police Association  
Approved Date: April 2010