

CITY OF OLYMPIA	DATE PREPARED	
CLASS SPECIFICATION CADET \$10.36 per hour - \$12.59 per hour	JOB CODE	1375
	SALARY RANGE	026
	FLSA STATUS	COVERED
	REVISED	5/2003

POSITION DESCRIPTION

Function: In a training capacity and under close supervision, performs a wide variety of entry-level non-commissioned duties within the Police Department.

Examples of Duties: Responsible to assist with Police Department operations by performing a variety of tasks including: complete house security checks; provide subpoena services by telephone and in-person; transport vehicles and equipment for repair; pick-up and delivery of meals to jail; assist with special events such as setting up barricades, traffic control, delivering and setting up equipment and materials; pick-up, transport, deliver and place into storage archived files; assist Range Master with firing range operations including collection and transport of range revenues; provides courier service to Department or other City staff on request; may assist customers at the public counter of the Police Department; may complete incident and crime reports.

Working Conditions: Police Cadets work from an office in the Police Department, however, a significant portion of the work day is spent driving a City vehicle, usually a small truck. Work is routinely performed outdoors in all types of weather and may require navigating uneven terrain. Work may be performed in busy, heavily trafficked City streets. Exposure to the stress of emergencies, conflict and potentially dangerous situations associated with law enforcement work is a normal occurrence. Work may be required on holidays and weekends, or during evening hours.

Knowledge/Skills/Abilities:

Knowledge of traffic safety procedures and Washington State traffic laws.

Ability to work independently, prioritize and organize assigned tasks.

Ability to recognize potential problems and seek appropriate solutions and/or assistance.

Ability to accurately follow verbal and written instructions.

Ability to communicate information clearly and concisely, in writing, in person or on the telephone.

Ability to maintain composure and take appropriate action during emergency or potentially dangerous situations.

Ability to work effectively as a member of a service-oriented team.

Ability to present a positive image of the City of Olympia and Police Department in the performance of their duties.

Requirements (Experience, Education, Licenses, Etc.):

Age: Must be eighteen (18) years of age or older.

License: Must possess a valid Washington State Driver's License.

Education: Must be currently enrolled on a full-time basis in an accredited college program with emphasis in criminal justice and/or demonstrate intent to pursue a degree in criminal justice.

Special Requirements: A criminal/traffic background investigation will be conducted and successful completion of polygraph examination may be required prior to hire.