

POLICE CADET**SUMMARY:**

Under direct supervision, an incumbent in this position will gain practical and broad exposure to the law enforcement environment. Duties will vary by incumbent based on assigned area and may include taking reports, data entry, fingerprinting, reviewing protocols, and responding to requests for information; may perform other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Serves the public and fellow employees with professionalism, integrity, respect and fairness.
2. Assists agency personnel and volunteers with daily tasks and activities; performs customer service functions, provides assistance and information, and respond to routine questions, complaints or requests for service; initiates problem resolution as needed.
3. Prepares, completes and/or receives various forms, reports, correspondence, logs, labels, traffic complaints, time sheets, reference materials or other documents; reviews, processes, forwards, distributes or retains as appropriate.
4. Performs general clerical duties.
5. Performs computer data entry functions; verifies accuracy of entered data; and makes corrections as appropriate.
6. Conducts various errands as assigned; picks up and delivers mail, documentation, packages or other items.
7. Answers the telephone; provides information and assistance; takes an relays messages or direct calls to appropriate personnel; returns calls as necessary.
8. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to compile, assembly, copy, record and/or transcribe data according to a prescribed schema or plan.
- Ability to exchange information for the purpose of clarifying details within well established policies, procedures, and standards.
- Ability to operate equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to carry out detailed but uninvolved written or oral instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle, or feel, walk, reach with hands and arms and to occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: High school diploma or GED from an education institution accepted by the State of Florida Department of Education. Must be currently enrolled in an accredited college or university with a minimum of six (6) semester or nine (9) quarter credit hours. Must successfully complete a background investigation including a polygraph or voice stress test.

A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.