

CITY OF ONTARIO

CLASS CODE 9019 GROUP 9
DEPARTMENT REVIEW DATE 3-18-97
PERSONNEL APPROVAL 3/24/97
EFFECTIVE DATE May 30, 1996
SUPERSEDES

POLICE CADET

DEFINITION

This is routine clerical and non-sworn police work designed for college students interested in a law enforcement career. Under immediate supervision of sworn or civilian personnel, performs a wide variety of routine and progressively more difficult police clerical and technical support duties in the areas including but not limited to: lobby reception, records, crime prevention, patrol, traffic, and property control. Duties are performed in accordance with established procedures. Employees of this class are supervised at all times. Work is subject to regular checks and reviews by observation and analysis of work products.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists sworn and non-sworn personnel with non-enforcement duties as authorized, including but not limited to: taking reports; releasing property; verifying proof of correction to vehicles; maintaining records and preparing reports; taking photographs and fingerprints; assisting with traffic control during emergencies; assisting with property and evidence storage, retrieval and transportation; assisting with scheduling and transporting of department's vehicle fleet for general maintenance; assists police personnel in the presentation of public awareness programs; assists the public by answering inquiries and providing information; answers department telephones and relieves switchboard operator; provides information, transfers calls, takes messages; performs routine clerical duties including typing, sorting, coding, tabulating, filing and operation of standard office machines and equipment; assists with inventory, ordering, storage and retrieval of supplies; performs messenger duties in the delivery of mail and legal documents to appropriate facilities; operates city vehicle in the performance of job duties.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM: Graduation from high school or recognized equivalent.

Required Knowledges and Abilities Knowledge of alphabetical, numerical and chronological filing methods; knowledge of correct English usage including spelling, grammar, punctuation and vocabulary; knowledge of

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modern office procedures, methods and equipment. Ability to: learn, understand, and follow department rules, policies and procedures; deal tactfully with the public; communicate effectively, both orally and in writing; understand and follow oral and written instructions; maintain routine records and prepare routine reports; follow safety rules and regulations; operate standard, modern office equipment and machines; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Required License or Certificate: Valid California Class C driver's license at time of appointment.

Special Requirement: From the time of appointment, enrollment in at least two courses, preferably in Police Science, Administration of Justice or Public Administration, equivalent to six semester or eight quarter units at an accredited college or university, and maintenance of a minimum GPA of 2.0 in such studies. Length of employment in this classification is limited to five years or until the completion of a bachelor's degree at the discretion of the department.

DESIRABLE: Some experience in police clerical work; some knowledge of police practices and methods; some knowledge of department rules, regulations and procedures; computer skills; fluency in Spanish.