

# CADET

## **JOB PURPOSE AND SUMMARY**

Cadets are college students hired by the Clark County Sheriff's Office who are provided with an opportunity to receive paid on-the-job training in non-enforcement activities. Being a Cadet is not a pre-requisite to becoming a regular employee at the Sheriff's office.

## **CLASSIFICATION DISTINCTIONS**

The Sheriff's Cadet is the trainee level in the Sheriff's Office. Sheriff's Cadets are assigned non-law enforcement duties and responsibilities. Cadets perform paraprofessional office and field support duties under supervision of a sworn member or supervising civilian personnel in the Sheriff's Office. The Cadet Program is under the supervision of the Cadet Program Coordinator. Cadets may be assigned to another unit at the discretion of the Chief Civil Deputy. Cadets are then supervised by that unit's supervisor.

Cadets may be assigned to various areas: Civil Cadets – Serve civil papers in the community and have a special commission; Property Cadets – provide logistical support throughout the agency, and support the Evidence Unit in basic tasks; Front Desk/Reception Cadets – are in a fast pace area completing fingerprints, answering questions, assisting with concealed pistol license applications, directions, delivery of mail, opening inmate mail. Cadets are hired as part-time positions with age and education requirements. The maximum length of continuous service a Cadet can serve with the Sheriff's Office is 4.5 years, or three months after graduation from a two year or four year institution of higher learning.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of administrative and records management and maintenance duties; assists the public at the front counter; controls access to the building or section; answers phones and radio calls; operates office machines; compiles data and prepares reports; furnishes a variety of information relating to departmental activities to the public; maintains, updates and modifies files, lists and other material; receives, opens, processes and distributes mail.
- Maintains supplies and inventories.
- Coordinates (or assists with coordinating) functions and activities; sets up rooms and equipment required.

## Clark County, Washington

- The reception desk issues Concealed Pistol Licenses, performs fingerprinting for the public, coordinates jail visiting and involves public contact.
- The Civil Unit serves civil papers such as eviction notices and restraining orders and allows the Cadet to become familiar with the County.
- A Property Cadet assists with the logistics distribution and operational needs of the logistics and evidence units.
- Unit rotation is based on seniority and the needs of the agency.
- Cadets may also participate in "Ride-a-longs" with a Deputy Sheriff.
- Other duties as assigned regardless of unit assignment.

## **QUALIFICATIONS**

### **Education and Experience:**

Requirements include the following:

Applicants for the Cadet Program shall meet the following minimum requirements as a condition of their employment:

- Must be a citizen of the United States;
- Must be eighteen years of age at the time of application;
- Must be a high school graduate with GPA of 2.0 or higher;
- Applicant must be enrolled in an accredited college or university at the time of appointment;
- Applicant must declare and maintain a major in Law Enforcement, Criminal Justice or a related field (Public Administration, Psychology, Sociology, Business Administration);
- Must maintain a minimum of 9 college credit hours per quarter or the equivalent except during summer term.
- Must maintain a minimum of 2.5 GPA (cumulative and per grading period) while serving as a cadet;
- Must maintain a valid driver's license;

- Must not have been convicted by any state or federal court of a crime punishable in a state or federal institution;
- Must pass a multi-phase examination established by the Sheriff Office - consisting of oral interviews, a background investigation, a polygraph and a drug screen;
- Must submit a letter of recommendation from the Criminal Justice Coordinator, Professor or Academic Advisor or; if the applicant has just completed high school and is in the process of entering an institution of higher learning, the cadet will obtain a letter of recommendation from a high school teacher, counselor or principal, or CCSO Explore Advisor.

**Knowledge of:** Basic law enforcement practices and procedures; proper English usage, spelling, grammar and punctuation; records management; various computer systems, protocols and administrative rules regarding access, use and dissemination of data constrained in various computer systems; use and operation of computers, databases and standard business software; customer service practices and telephone etiquette; standard office procedures and practices; safety policies and safe work practices applicable to the work.

**Ability to:** learn, understand, explain and apply codes and procedures applicable to a variety of law enforcement operations; maintain highly confidential information; understand and follow written and verbal instructions; communicate effectively, both orally and in writing; use a computer keyboard, teletype and other office equipment with a level of speed and accuracy required for the work; operate a variety of computer software programs and databases related to the justice system; diffuse difficult situations, deal with angry/hostile/distraught individuals of varying backgrounds, educational levels and mental statuses; establish and maintain effective working relationships with all those encountered in the course of work.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting in a restricted area where the noise level is usually moderate. Some walking, standing, bending, and carrying of light items up to 35 pounds is required. In some positions the incumbents may be spending a major part of the work day exchanging information over a counter. Such duty may require prolonged periods of standing. Occasionally, the incumbents experience highly stressful situations in the process of resolving problems of an immediate nature i.e., facing irate citizens dissatisfied with information received, action taken or to be taken by a division or department, or denial of service for cause. Operating a motor-vehicle may also be required.

The employee may be required to work various shifts including split shifts, at night, on weekends and holidays as needed. Shift assignments do not interfere with school schedules.