



POLICE CADET

PART-TIME JOB OPPORTUNITY

Hourly Range: \$10.18 — \$11.52, DOQ

APPLY IMMEDIATELY: Open Until Filled

THE POSITION

Under direct supervision from sworn or civilian personnel, this position will perform a variety of routine and progressively difficult police clerical support duties and assignments within the Police Department. In the Police Cadet Program, cadets will be able to acquire valuable knowledge on how the Police Department operates through hands-on training within various areas including lobby reception, records, crime prevention, patrol, traffic, and property control.

This position will be responsible for a variety of tasks including: Assists in the processing of records, fingerprinting, and subpoena service; Assists with typing correspondence to internal and external customers; Facilitates change-over and maintenance of vehicles; Responds to citizen inquiries in prompt and professional manner; Files and maintains confidential police records and related documentation; and perform other related duties as required.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age at time of submitting employment application
- Possess and maintain a valid California Driver's License with a satisfactory driving record
- Applicants **MUST** be attending High School **OR** College at time of appointment. To qualify for continued employment the following criteria must be met:
 - Overall GPA of 2.0 ("C" Average) or better must be maintained
 - High school students must, upon graduation, enroll in college for the term immediately following commencement.
 - College students must be full-time carrying a minimum of 12 semester/quarter units of credit each term.
 - Grade reports must be submitted to the office of the Chief of Police after each quarter or semester.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate clearly and concisely, both verbally and in writing
- Ability to understand and carry out oral and written instruction
- Establish and maintain positive professional working relationships with those contacted in the course of work
- Apply proficient computer skills and knowledge to support a wide-range of administrative functions
- Ability to multi-task, be detail oriented, effectively prioritize and have strong organizational skills

Human Resources Department
14403 East Pacific Avenue
Baldwin Park, CA 91706
(626) 813-5207 phone
(626) 813-5284 fax
www.baldwinpark.com

City Hall Business Hours:

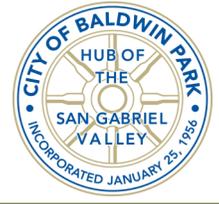
Monday—Thursday

7:30am—6:00pm

Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The Baldwin Park Police Department is committed "To provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community." - *Baldwin Park Police Department Mission Statement*



WORKING CONDITIONS AND HOURS

This is a non-benefited, at-will part-time position with working hours to be assigned at the discretion of the Police Department. Candidates must be able to work flexible hours, which may include mornings, afternoons, evenings and weekend shifts. The successful candidate must be available to work on average 20 hours per week and shall not work an excess of 960 total hours per fiscal year. Duration of assignment is determined upon the needs of the Department.

BENEFITS AND COMPENSATION

Hourly compensation will depend on qualifications, prior experience, and skills. Employment with the City may be discontinued at any time without cause, notice, or right of appeal or hearing.

Under the California Healthy Workplaces, Healthy Families Act of 2014 and in accordance with City of Baldwin Park Paid Sick Leave Policy the successful candidate will receive 3 days or 24 hours of paid sick leave in a 12-month period.

THE SELECTION PROCESS

- **Apply Immediately: Applications will be accepted and reviewed on a continuous basis. This recruitment is open until filled and may close at any time.**
- For consideration in this job opportunity, please submit an original completed City of Baldwin Park employment application.
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application.
- Electronic submission of applications will not be accepted, nor postmarked received after the filing deadline.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and an Appraisal Interview (100%).
- A complete background investigation including polygraph exam, a psychological examination, and a medical examination including drug screening will be preformed for all Police Department personnel. Failure during any phase of the selection process constitutes failure of entire process.
- The successful candidate will be required to establish both work authorization and identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, please contact the Human Resources office at (626) 960-4011 ext.: 207.

Submit your application by mail or in person to: City of Baldwin Park, Human Resources Department
14403 East Pacific Avenue, Baldwin Park, CA 91706
Business Hours: Monday thru Thursday from 7:30am – 6:00pm

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.