

CADET - PUBLIC SAFETY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are high school students participating in a program initiated by the County Executive. This program is designed to provide inner-city students with meaningful job training and experience in a para-military/police environment so as to assist them in future career development. Appropriate tasks are identified and necessary skills are taught or enhanced by selected supervisors. Students will be oriented to organizational structure, discipline, working within a chain of command, and the duties of a police officer and functions within a police department. Students are selected from the Personnel Office's summer job applicant pool, and will work for the Department of Public Safety in various locations throughout the County. Appointments to these temporary positions are for the duration of the summer school break. Work is performed under close supervision. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives on-the-job training in the following:

Clerical functions which include filing, typing, data-entry, duplicating, reception and telephone work;

Performing inventory of supplies; maintaining records of same;

Dealing with the public, both in person and on the phone by providing information about Public Safety services;

Assisting in performing administrative tasks.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to follow oral and/or written instructions; ability to meet schedules, guidelines, and standards of performance developed for the position; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Currently enrolled in high school.

West. Co.
J. C.: Pending

Job Class Code: H0365
Job Group: Hourly Flat Rate

MML5

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