City of Alhambra
Employment Opportunities

POLICE CADET

- PART-TIME / YEAR-AROUND / OPEN -

APPLICATION FILING PERIOD

Open until filled.
No facsimiles or postmarks accepted. Applications are available at Alhambra City Hall - Personnel Department - 111 S. First Street - Alhambra, CA. - 91801, or by calling the 24 HOUR JOBLINE at (626) 570-3295.

SALARY RANGE/BENEFITS

$11.07- $13.46 PER HOUR
This position does not receive benefits.

POSITION

Under general supervision, performs a variety of duties at the complaint desk and officer's counter; including receiving complaints, answering requests for information; operating a computer; writing reports, making log entries; enforcing parking restrictions; and performs other related duties as required.

This position requires the ability to work all shifts, depending on assignment, including graveyard, swing, and day, which will include nights, weekends, and holidays. A valid class "C" California Driver's License is required.

DUTIES

Receives reports and complaints from the public, over the telephone and at the counter; completes necessary forms concerning complaints; searches files for information and records on arrested persons and suspects; indexes case reports; operates a computer, receives and sends messages; gives information concerning cases and prior records to qualified persons under direct supervision; operates standard office equipment; assists in compiling and tabulating statistical data; performs clerical work as required; maintains files and index card systems; give information regarding standard Police Department matters to the public over a front counter and telephone; types reports and entries on reports requiring judgement in the selection of established alternative methods; gives receipts for and keeps detailed ledgers of monies collected; performs other related duties as required. **Fluency in Spanish, Chinese (Mandarin or Cantonese), or Vietnamese is desirable.**

QUALIFICATION GUIDELINES

EXPERIENCE/EDUCATION: High school graduation or equivalent is required. Experience in a law enforcement agency is highly desirable.

KNOWLEDGE AND ABILITIES
Knowledge of: Office equipment operation and the problems associated with contact between the general public and the Police Department;
Ability to: deal with the public in emergency situations; learn the laws of arrest and pertinent local, state, and other laws, employees' rules and regulations and station orders; communicate pleasantly and effectively; learn and develop skills in interrogation; type with average ability; learn the basics of computer operations and data entry; and maintain a neat personal appearance.

SELECTION PROCESS

Applicants must submit a completed City of Alhambra Employment Application form prior to the final filing date. Applications will be screened for qualifications and appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process will include the following:

Oral Interview: 100%

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION

Applicants with legal disabilities who require special testing arrangements ***must*** contact the Personnel Department at ***least five (5) working days prior to the examination date***.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

Posted 06/14/2007 – 06/07