



# CITY OF HUNTINGTON PARK EMPLOYMENT OPPORTUNITY



## POLICE CADET

**\$11.68 - \$12.29 - \$12.94 - \$13.63 - \$14.34 Hourly**  
**(PART-TIME/AT-WILL/EXEMPT)**  
**CONTINUOUS FILING**

### THE POSITION

Under close direct supervision, this non-sworn, non-peace officer, uniformed position is assigned as a part-time civilian employee in the Police Department to provide superior customer service and assist in a variety of support staff duties; Police Cadets can be assigned to any other division within the Police department to perform **Non-Peace Officer** duties as related; this position requires evening, weekend and holiday work; and performs related work as required.

### THE SELECTION PROCESS

Applications are available at City Hall, or may be downloaded at [www.hpca.gov](http://www.hpca.gov). A fully completed City application must be submitted to the Human Resources Department by the time indicated on the last day to file. No facsimiles, emails or resumes will be accepted in lieu of a completed City application. The applications will be evaluated based on education, present and past position duties and responsibilities and any additional factors presented that are relative to the position. The selection process will consist of an oral interview (100%). Selected candidates must successfully pass a post-offer City paid medical examination, prior to hire, and provide proof of legal work status. All new employees will be fingerprinted as a part of the employment process, and a criminal history check will be conducted with the Department of Justice.

**Applicants with disabilities who may require special testing arrangements must contact the Human Resources Dept. prior to the final filing date at (323) 584-6227.**

### EXAMPLE OF DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Perform various clerical duties; Assists the public at the front counter; Maintains records and files;
- Receives and provides information on the telephone internet or other electronic equipment or devices and in person, according to established policies and procedures of the Police Department;
- Take crime reports such as Grand Theft Auto (GTA), Burglary, Theft, and reports involving lost or stolen property; operates business office machines and computers;
- Assists in fingerprinting and photographing citizens for licenses, permits, etc.;
- Assists in the preservation and logging of evidence and personal property; enforces traffic control, parking regulations, codes, ordinances, including, impounding vehicles and directing traffic;
- Can be assigned to bicycle related duties throughout the City;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe and efficient manner; and Performs related duties as assigned or as the situation requires.

#### Ability to:

- Work in a Police Department work environment;
- Read, understand, and explain laws, regulations, rules and department Policies to the public;
- Analyze situations and adopt effective course of action giving due regards to surrounding hazardous and circumstances;
- Understand oral and written directions;
- Prepare, write accurate and factual reports in a clear, legible, and precise manner;
- Maintain cooperative relationships with fellow employees and public;
- Work under strict discipline;
- Effectively handle stressful situations;
- Establish smooth working relationships;
- Ride a bicycle.

### EDUCATION/EXPERIENCE

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination); **Desirable Qualification, currently enrolled or in the process of enrollment** in a recognized college or university.

**Age: Must be 18 years of age at time of hire.**

**DESIRABLE QUALIFICATION:**  
**Ability to Speak Spanish.**

**LICENSE:**  
Valid California driver's license is required and a satisfactory driving record.

Must be CPR (Cardiopulmonary Resuscitation) certified.

**Special Requirements:**

- Must pass a Police Department background check;
- Requires wearing a uniform.

**Provisions of this announcement do not constitute an expressed or implied contract. Any provisions contained in this announcement may be modified or revoked without notice.**

*The City of Huntington Park has adopted a "No Smoking Policy" in City facilities to promote the health of employees and citizens.*

February 2017