

POLICE INTERN
(PART-TIME)

DEFINITION

Under general supervision, assists with routine, non-hazardous police work involving communications, clerical and other support duties; and performs other related work as required.

The Police Intern (Police Cadet) program is intended to familiarize persons interested in a career in law enforcement with police operations while functioning in a support role. Maximum tenure of this position is three years.

ESSENTIAL JOB FUNCTIONS

The following tasks are essential for positions assigned to this classification. Essential duties may include, but are not limited to the following: Processes vital information involving criminal activities using JDIC system; takes minor crime reports, does fingerprinting and minimal risk jailer duties; performs light typing and filing duties as required; answers inquiries from the general public; performs other tasks as assigned. May be required to work shifts, weekends, and/or holidays. Required to wear a uniform while on duty.

QUALIFICATIONS

Training and Experience: High School graduate or GED.

License: A valid California Driver's License

Other: Must be a U.S. Citizen and at least 18 years of age at the time of appointment

Background: Must pass an extensive police background investigation including polygraph, psychological and medical examinations prior to appointment

Knowledge, Skills, and Abilities: Requires knowledge of and/or aptitude to learn police communications and computer software; ability to file, type, learn quickly; lift and/or move up to 25 pounds; follow oral and written directions; and work cooperatively with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee may frequently operate tools and controls; may occasionally climb, balance, stoop, and kneel; use arms, legs, and back to lift or move up to 25 pounds. May stand for extended periods of time and occasionally work in outside weather conditions. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors.