CLASS TITLE: Police Cadet

CHARACTERISTICS OF THE CLASS: The Police Cadet Program provides an opportunity for individuals interested in pursuing a career in law enforcement to obtain valuable work experience in a law enforcement environment. Cadets are given rotating assignments in the Police Department’s districts, field offices and central headquarters.

ESSENTIAL DUTIES: Perform clerical duties such as maintaining files and records, processing forms, gathering and organizing documents, and typing and photocopying documents; answer telephones, respond to general inquiries regarding police programs and route specific calls to appropriate personnel; assist in processing case reports and compiling data for use in various productivity and manning reports; create spreadsheets and maintain databases to track data; search computer and manual records to verify or obtain requested data; attend community alternative policing strategy (CAPS) meetings and outreach events to distribute informational flyers and provide information to youth on the Police Cadet Program; may assist police officers with manual tasks or clerical support at special events or police programs; participate in a physical fitness program; performs related duties.

MINIMUM QUALIFICATIONS:
Training and Experience. Must be between the ages of 17 and 21 and enrolled in a college or university accredited by one of the six regional accrediting bodies responsible for evaluating two and four year institutions that grant Associate’s and Bachelor’s degrees. Individuals selected for the program must maintain an academic schedule of a minimum of 20 semester hours or 30 quarter hours per year and a minimum grade point average of at least 3.0/5.0 or 2.0/4.0. Graduates of the Chicago Police and Firefighter Training Academy will be given priority in processing.

Successful candidates must pass a structured interview, background check and drug screening.

Knowledge, Abilities and Skill. Some knowledge of general office and clerical procedures and practices. Some knowledge of Microsoft Office software. Some knowledge of CPD programs and operations.

Ability to follow instructions. Ability to organize information and maintain records. Ability to operate a personal computer.

Good oral and written communication skills. Skill in using personal computer software.


NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2008
City of Chicago
Department of Human Resources