



Code: 9106
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty Series

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

- Performs clerical duties such as maintaining files and records, processing forms, gathering and organizing documents, and typing and photocopying documents
- Answers telephones, responds to general inquiries regarding police programs and routes specific calls to appropriate personnel
- Assists in processing case reports and compiling data for use in various productivity and manning reports
- Creates spreadsheets and maintain databases to track data
- Searches computer and manual records to verify or obtain requested data
- Attends community alternative policing strategy (CAPS) meetings and outreach events to distribute informational flyers and provide information to youth on the Police Cadet Program
- Assists police officers with manual tasks or clerical support at special events or police programs, as required
- Participates in a physical fitness program

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be between the ages of 18 and 21 and enrolled in a nationally or regionally accredited college or university that grants Associate's and Bachelor's degrees

Licensure, Certification, or Other Qualifications

- 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

WORKING CONDITIONS

- General office environment
- Physical fitness environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- general office and clerical procedures and practices
- applicable computer equipment and software
- department programs and operations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2017