



# CITY OF COLTON EMPLOYMENT OPPORTUNITY

## POLICE CADET

**Final Filing Date:** Continuous

**Salary:** \$10.00 per hour

### SELECTION PROCEDURE

Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resource Office  
552 N La Cadena Dr  
Colton, CA 92324  
(909) 370-5062  
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to a selection interview.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing an extensive background investigation, pre-employment drug/alcohol screening, fingerprinting and submission of an original DMV printout indicating current driver's license status and proof of current personal auto insurance.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

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

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. We will attempt to reasonably accommodate applicants with disabilities upon request.

### THE POSITION

The Police Cadet program is a work training program for college students. Under general supervision performs various clerical and non-sworn police duties.

### MINIMUM QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying.

**Education:** Graduation from high school or GED equivalent. Current and ongoing enrollment in at least two college courses that equal six semester units or eight quarter units or more in an accredited college or university with a 2.00 or above Grade Point Average. Course work must be approved by the Police Chief.

**Experience:** None required. Experience as a Police Explorer highly desirable.

**License/Certificate:** Possession of a valid Class "C" California driver's license.

**Knowledge of:** Correct English usage, including spelling, grammar, punctuation and vocabulary.

**Ability to:** Work independently, reason and react effectively and maturely; understand and follow verbal and written instructions; communicate clearly both orally and in writing; work cooperatively in an environment that is economically, socially and ethnically pluralistic; establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:** Ability to speak (English/Spanish) highly desirable

### ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Assist the police Services Clerk at the front desk with public inquires, both in person and over the telephone.
- Answer telephones, takes messages or refer callers to the proper person.
- Interview citizens and complete police reports on minor incidents.
- Operate standard office equipment.
- Enter and retrieve information from computers.
- Process evidence, property and impounded vehicles.
- Assist sworn Police Officers in non-sworn, non-hazardous duties.
- Perform fingerprinting and processing duties.
- Perform clerical and routine office duties.
- Perform related duties as required.