

**SHERIFF'S CADET
(EXTRA HELP/AT-WILL)**

DEFINITION

As a civilian position, assists in the Sheriff's Office and related facilities by performing non-law enforcement duties on a part-time basis (less than 1,000 hours per fiscal year) such as assisting in building security, providing public information and directions, and assisting with records management and other support duties.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Cadet is a part-time, at-will, and training/career development class that performs non-law enforcement duties. The goal of the Cadet classification is to provide support in various areas of the Sheriff's Office and related criminal justice agencies within the County to expose Cadets to the work of law enforcement to prepare and develop the potential to apply for regular employment with the County.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a higher-level sworn or civilian position.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists sworn staff in maintaining security in buildings and areas under Sheriff's Office control.

Monitors walk-through metal detectors and video surveillance equipment in public building security areas.

Operates hand-held metal detectors; searches handbags, briefcases, backpacks, and other containers.

Provides directions and other information to persons entering public buildings; answers telephones, routes calls, and takes messages.

Completes, records, and files correspondence, documents, and other forms.

Operates a computer workstation using common software packages.

Sorts and distributes mail; provides miscellaneous office and administrative support.

Works in the control room at the Mariposa County Adult Detention Facility.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Customer service principles and practices.

English grammar, usage, spelling, and punctuation.

Basic mathematics.

Common office procedures and practices.

Ability to:

Learn the basic functions and operations of a law enforcement agency.

Communicate orally using grammatically correct English with people of diverse education and social and ethnic backgrounds.

Write clear, legible, and grammatically correct reports.

Gather, record, evaluate, and draw logical conclusion(s) from verbal information.

Establish and maintain effective working relationships with a wide variety of people.

Work independently in the field.

Perform simple mathematical problems such as adding, subtracting, multiplying and dividing numbers.

Operate a desktop computer, copier, and printer and use common office software.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk or stand at screening equipment for long periods of time. Requires the ability to walk, stand, and reach while performing duties; lift and/or move weights up to 50 pounds or more; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Six (6) months of work experience involving public contact.

Education:

Current enrollment in high school and in the Grizzly Sheriff program; or, current enrollment in an accredited college. Enrollment records will be verified each semester. If a Cadet is no longer enrolled in high school or college, they are not eligible to serve as a Cadet and employment with Mariposa County must end.

Additional Requirements:

Possession of a valid California Class C driver's license is required. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Candidates must be at least 17 years of age. Candidates must pass all selection requirements and a background investigation before hire consideration. Cadets are required to wear department-issued, non-sworn (civilian) uniform attire. Cadets may be assigned to any shift within a 24-hour period, seven days per week, and may be required to regularly work weekends and/or holidays but cannot work more than 1,000 in a fiscal year. Sheriff's Cadets may be required to rotate assignments.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.