# The El Cerrito Police Department

**Invites applications for the position of**

# POLICE CADET

**Compensation:** $12.19 - $12.83 hourly
(Temporary and Non-Benefited)

**Final Filing Date:** **Thursday, March 27, 2014, 6:00 p.m.**

***THE POSITION & PURPOSE:***

Under general supervision, perform a wide variety of non-sworn law enforcement duties as required; provide non-emergency assistance; learn and interpret laws, regulations, policies and procedures; carry out oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; meet the on-going physical requirements of the position. Police Cadets are hired into this temporary non-sworn, non-benefited position for up to a five-year period or until completion of bachelor's degree or equivalent, while the Police Cadet(s) and the department explore the interest and competency for longer-term employment opportunities in law enforcement. They are not covered by the City's classified (Civil Service) system, and serve at the pleasure of the Chief of Police.

***QUALIFICATIONS:***

All applicants must be at least 18 years of age at time of appointment; must be able to perform the essential job functions of the position; must be attending an accredited college or university and enrolled in at least 6 semester or 8 quarter units and maintaining a 'C' average; must have a California Class C Driver's License and a satisfactory driving record; be free of felony convictions.

***APPLICATION PROCESS:***

Applications and Supplemental Applications may be obtained from and must be returned to the Human Resources Division, City of El Cerrito, 10890 San Pablo Ave., El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Application packets may also be obtained by contacting the City of El Cerrito Police Department, 10900 San Pablo Ave., El Cerrito, CA 94530, (510) 215-4400.

***EVALUATION & SELECTION PROCESS***

Qualifications Appraisal Oral Interview: An appraisal interview designed to measure the job-related knowledges, skills, and abilities deemed critical to successful job performance. (Weighted 100%)

Candidates considered for employment must undergo an extensive background investigation – which may include medical, psychological evaluation, polygraph, and drug testing prior to appointment.

***THE DEPARTMENT & COMMUNITY:***

The El Cerrito Police Department is a modern, well-managed department providing police services to a community of 24,000 residents. The department has 46 sworn members. El Cerrito is located near the east shore of the San Francisco Bay. The city is an ethnically diverse community offering a high quality of life within the nation's most sophisticated and beautiful living areas. El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

***AN EQUAL OPPORTUNITY EMPLOYER:***

Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made with the City at the time the employment application is filed. Medical documentation must be provided upon request.

Information contained in this announcement is subject to change without notice.

**Open: 02/27/14** **Close: 03/27/14**