

**TITLE:** POLICE CADET  
**LEVEL:** \$11.00hr - \$13.09hr  
**DEPARTMENT:** POLICE

**FUNCTION:** Works in the Police Station assisting Police Officers with administrative duties.

**SUPERVISION RECEIVED:** Works under the supervision of the Commanding Officer.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

**APPOINTMENT QUALIFICATIONS:** The Mayor, with the approval of the City Council, may appoint as a Police Cadet, for a period of full “on the job training”. Cadet must be (eighteen) 18 years old.

Must be a New Bedford resident for the duration of employment. Employment is terminated on the Cadet’s 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver’s license and good driving record.

Must be willing to work nights, weekends and holidays.

**TOOLS AND EQUIPMENT USED:** Computer, fax and copy machines, typewriter, calculator.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities. While performing the duties of this job the employee usually works in an office setting.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required. Must successfully pass Cadet Exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.