



CITY OF PORT LAVACA

JOB TITLE: Police Cadet
DEPARTMENT: Police
SALARY RANGE: 35 at \$18.00/hr., \$37,440/year

JOB DEFINITION:

The Police Cadet is an entry-level non-sworn position with the City of Port Lavaca, This position is intended for the best qualified applicant who will be brought on as a city employee and sent to an area police academy to receive their state peace officer certification.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Will attend an area Police Academy and other formal police training programs established to qualify the incumbent for State certification and promotion to Police Officer.
- Trains and participates in the operation of two-way radios, and other communications equipment used in receiving and transmitting messages.
- Develops knowledge and proficiency in the interpretation of Federal, State and Local laws and ordinances, and Police Department policies and regulations.
- Develops skill and proficiency in the use and care of firearms.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.
- Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
- Knowledge of good safety practices in the care and use of firearms.

Skill in:

- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in operating motorized vehicles.
- Skill in operation of two-way radio equipment.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND successful completion of Police Academy training.

- State of Texas driver's license is required.
- Must be a current U.S. citizen (born naturalized)
- Graduation from an accredited high school or equivalent.
- Age must be at least 20.5 at the time of application.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in the field. Must maintain a level of physical fitness to meet Department standards.