



CITY OF HAWTHORNE
Human Resources Department
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org

EMPLOYMENT OPPORTUNITY

An Equal Opportunity Employer

POLICE CADET (Part-Time) (NON-CLASSIFIED) (OPEN-COMPETITIVE)

SALARY: \$12.00 per hour

Opens: Monday, August 19, 2019

Closes: Open Until Sufficient Amount of Applications Received

THE POSITION

Under supervision, performs duties as required in different service areas of the Police Department including, law enforcement, administrative, and clerical support within the Police Department and in the field. Other related duties will be assigned in support of department operations and activities. **THIS POSITION REQUIRES EVENING, HOLIDAY, AND WEEKEND SHIFTS.**

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Police Cadet position. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Receives reports and complaints from the public at the front counter; completing necessary forms in regard to information received.
2. Issues and processes overnight parking permits.
3. Searches case files for information.
4. Performs a wide range of clerical tasks, such as typing and filing, operates standard office equipment; performs clerical work as required.
5. Maintains file systems.
6. Perform specific duties requested by the Watch Commander in the maintenance of police vehicles and equipment.
7. Perform other duties as necessary and required.
8. Due to the uniqueness of the position, the incumbent is required to perform at a high level of service with little supervision.

MINIMUM QUALIFICATIONS

1. High School graduation or GED equivalent and at time of appointment has to be presently enrolled as a student in a Junior College or University.
2. No prior law enforcement experience required.
3. Any combination of education and/or experience that clearly demonstrates the abilities necessary to perform the job.
4. A valid California Class C Driver's License with an acceptable driving record is required at time of hire.

TESTING PROCESS

The required application materials may be obtained at www.cityofhawthorne.org or at the City of Hawthorne Human Resources Department located at 4455 W. 126th Street. Office hours are Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. **COMPLETED APPLICATIONS MAY BE SUBMITTED IN PERSON, VIA E-MAIL AT HR @CITYOFHAWTHORNE.ORG OR BY FAX AT 310-978-9860.**

Note: *A resume will not be accepted in lieu of the completed required City application form.*

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

SELECTION PROCESS

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which will consist of an oral appraisal examination (weighted 100%) to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, a comprehensive background check is conducted which includes employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination will be conducted upon issuance of a conditional offer of employment.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

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