

**TITLE: POLICE CADET**  
**LEVEL: \$8.00/HR**

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

**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. Similar duties of an administrative rather than enforcement nature. Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Possession of a valid Massachusetts driver's license and good driving record. Must be willing to work nights, weekends and holidays.

**AGE REQUIREMENT:** The age requirement is regulated by Massachusetts General Laws, Chapter 147, Section 21A. Applicants must be between seventeen and twenty-three years of age to apply but will not be eligible for hire until age eighteen. **Employment will terminate on the Cadet's 25<sup>th</sup> birthday.**

**EDUCATION:** High school graduate or possession of an Equivalency Certificate issued by the Massachusetts Department of Education.

**RESIDENCY:** The City of New Bedford has a residency requirement. Must be a New Bedford resident one year prior to the date of hire.

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

**SUPERVISION EXERCISED:** None.

**TOOLS AND EQUIPMENT USED:** Computer, fax machine, copy machine, 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; reference check; and job-related tests may be required.

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.