

Sierra County 2017-001

Position: Cadet

Department: Sheriff's Department

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Must be pre-approved by the Sheriff.

Holiday Pay: See Sierra County Personnel Policy, Ordinance 16-009 regarding holiday pay

Probationary Period: Employee, beginning on the first day of work, shall serve a twelve (12) month probationary period, during which time the employee may be dismissed without cause. Employee, not certified prior to hiring, will remain probationary until twelve (12) months after obtaining their law enforcement certification, unless otherwise terminated pursuant to the terms of this policy, during which time the employee may be dismissed, without cause.

F.L.S.A. Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: First Line Supervisor

Job Summary:

To participate in a formal training program covering general law enforcement topics. The Sheriff Cadet position is utilized only for Sheriff Personnel participating in a law enforcement training academy. This position is distinguished from Deputy Sheriff in that the Sheriff Cadet is not a peace officer and does not perform regular law enforcement duties.

Examples of duties:

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position with County Manager approval. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Essential Function:

Attends the academy, which includes classroom study and examinations in communications, criminal investigations, custody procedures, force and weaponry, law, laws of evidence, patrol procedures, physical fitness and defense techniques, policy community relations, professional orientation, traffic and vehicle operations and related subjects.

Knowledge, skills and abilities:

Knowledge of:

- Basic Math
- County customer service objectives and strategies
- Telephone, office, and on line etiquette
- Current technology and trends in the profession

Skills and Abilities to:

- Write clearly and concisely with technical accuracy in English
- Read and interpret complex technical documents in English
- Verbally communicate, in English, with people from various education and socio-economic backgrounds.
- Compute mathematical data, including addition, subtraction, multiplication, division and percentages with and without a calculator.
- Interpret normal or challenging situations and undertake the appropriate course of action
- Comprehend and retain factual information pertaining to laws, statutes and policies, and accurately apply what is learned.
- Exercise tact, self-restraint, judgment and strategy in dealing with a variety of people
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat county employees, representatives of outside agencies and members of the public with courtesy and respect.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds, and function calmly in situations which require a high degree of sensitivity, tact and diplomacy.

Education and/or Experience:

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Required education and experience:

1. U.S. citizenship
2. Must be 21 years of age at time of hire.
3. High School graduate; or G.E.D.

Required Licenses, certifications or Registrations

Required licenses, certifications, and registrations must be maintained throughout employment in this class.

License:

Must possess a valid New Mexico Class C driver's license, which must be maintained throughout employment in this class, is required at the time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration:

None required.

Working Conditions:

Individuals employed in this position must be willing to work all shifts at any Sheriff’s facility in the County of Sierra.

Essential Physical Functions and Characteristics:

They physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

- Be able to sit stand and work intermittently throughout the workday
- Be able to lift, carry, push and pull up to 25 pounds occasionally.
- Be able to work with arms extended and bent on a frequent basis.
- Be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
- Be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.
- Vision correctable to at least 20/30; glasses/hard lenses minimum 20/100 uncorrected – no minimum uncorrected visual acuity for soft lenses.

Background Investigation:

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity and regency. Prior to employment, applicants will be subject to a thorough background investigation which may include a psychological, pre-employment physical, drug screen and truth verification or other examination or test.

Probationary Period and Class History

Incumbents hired to permanent positions in this classification shall serve a probationary period of twelve (12) months.

I have read this job description (or had it read to me) for Cadet and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlines. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in my job description. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and/or decrease. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Acknowledge and receipt of this _____ day of _____, _____.

Employee Signature

Employee Name (print name)

Human Resource Director

Department Head

