



City of Mountlake Terrace POSITION DESCRIPTION

POLICE CADET

Position Description:

This position is an entry-level, part-time, support position that assists records, evidence and patrol staff by performing an assortment of miscellaneous tasks as assigned.

This position is intended to serve as an introduction to law enforcement and applicant must be currently enrolled in a criminal justice education program.

Essential Functions:

- Assist clerks with reception/telephone responsibilities, including covering lunch breaks or as directed
- Typing reports and letters
- Assist with computer data entry and retrieval
- Fingerprint applicants for gun permits, licenses, citizenship, etc.
- Drive police cars to and from City shop or car wash
- Make deliveries to crime lab, SnoCom, prosecutor's office and elsewhere as needed
- Assist Crime Prevention Officer with community presentations
- File pawn slips, traffic tickets, and other official documents and correspondence
- Handle walk-in counter complaints or crime reports made by telephone
- Assist detectives/evidence technician with evidence handling
- Assist in traffic control during community events
- Assist in crime scene searches
- Assist in posting legal notices throughout the City
- Other duties as assigned

Supervision Received:

This position reports to the Administrative Sergeant.

Supervision Exercised:

None.

Knowledge, Skills and Abilities:

- Knowledge of general office procedures, which include typing, filing, data entry, and telephone reception
- Planning and organizing work

- Receiving and carrying out instructions from different supervisors
- Courtesy in dealing with co-workers and the public
- Ability to be certified in fingerprinting

Working Conditions and Physical Requirements:

- Periodic stooping/bending; lifting up to 50 pounds
- Duties are primarily performed in an office environment, However, cadets will be called on to perform functions in all types of inclement weather for extended periods of time

Minimum Qualifications:

Experience:

- One or more years of frequent customer contact experience are desirable.
- Planning and organizing work.
- Currently enrolled in a Criminal Justice education program.

Special Requirements:

- At least 18 years of age.
- U.S. citizen
- Valid Washington State driver's license with a good driving record
- Ability to pass rigorous background investigation, drug test and physical
- Must not have been convicted of a felony

Compensation:

- Hourly wage range: \$8.93 - \$11.15 (2009 wages)

Application Materials:

- City of Mountlake Terrace application, letter of interest and resume due by 5:00 p.m. on January 30, 2009
- Via mail:
City of Mountlake Terrace, Human Resources
PO Box 72
Mountlake Terrace, WA 98043
- In person:
Mountlake Terrace City Hall
23204 – 58th Avenue West
Mountlake Terrace, WA 98043
8:00 a.m. – 5:00 p.m. Monday – Friday
- Fax:
425.778.6421
- For additional information call:
425.744.6225

PERSONAL INQUIRY WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I respectfully request and authorize you to furnish the Mountlake Terrace Police Department any and all information that you or your organization have concerning me, my work record, my reputation, my financial and credit status. Please include any and all records or reports including all information of a confidential or privileged nature and photocopies of same if requested. This information is to be used to assist the department in determining my qualifications and fitness for the position I am seeking with the Police Department.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Police Department in conjunction with employment procedures.

I also understand that my present or any former employers or any other person(s) or parties, including any government or law enforcement agency will be contacted. Any false statements or consequential omissions of any kind made by me are sufficient grounds for denying employment or for dismissal. In addition, any information learned from the background investigation regarding criminal or other matters, which the City may have a legal obligation to reveal, may be forwarded to my current employer.

I further understand that if I am accepted for employment, this personal inquiry waiver form signed by me will permit and authorize the Police Department to obtain periodic credit and financial reports while I am a City employee.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

Applicants Signature

Date

Subscribed and sworn to before me on this _____ day of _____, 20_____.

Notary Public for State of Washington

NOTE: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form in your files.

PRE-EMPLOYMENT APPLICATION

The City of Mountlake Terrace is an equal opportunity employer and encourages applications from all persons regardless of race, creed, color, sex, national origin, marital status, age or physical, sensory or mental disability unless based upon a bona fide occupational qualification. (State Law: Chapter 49.60 RCW and WAC 126)

I AM APPLYING FOR THE POSITION OF: _____

I HAVE READ AND UNDERSTAND THE MINIMUM REQUIREMENTS ATTACHED.

INFORMATION: Position on eligibility list requires the successful completion of and the passing of a written test, an oral board, a polygraph and psychological exam.

IMPORTANT: Complete all sections. Please print in ink or use a typewriter.

1. Name: _____
(Last) (First) (Middle)

2. Current Street Address: _____

3. City-State-Zip Code: _____

4. Telephone Number Where You May Be Contacted: Home _____ Work _____
Cell _____

5. Email address: _____

6. Are you a United States Citizen? Yes _____ No _____

7. Education: Do you have a High School Diploma _____ GED _____

8. College Attended	Years (From-To)	Degree/Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Talents, Skills or Hobbies: _____

10. Do you claim Veteran's Preference? Yes _____ No _____
If yes, please complete enclosed Veteran's Preference Eligibility Worksheet.

11. References: (Please do not list relatives or former employers -- see Item #14)

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____
Relationship _____

12. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements? Yes _____ No _____ If yes, please explain:

13. Have you been convicted, or have you served time in a correctional institution for any crime which might have some bearing on your qualifications and fitness to accept duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please give details:

14. Employment Record: (Former employment beginning with the last job)

Company Name: _____ Supervisor: _____

Mailing Address: _____

City-State-Zip Code: _____

Job Title: _____ Dates Employed _____

Why did you leave? _____

Duties: _____

Company Name: _____ Supervisor: _____

Mailing Address: _____

City-State-Zip Code: _____

Job Title: _____ Dates Employed _____

Why did you leave? _____

Duties: _____

Company Name: _____ Supervisor: _____

Mailing Address: _____

City-State-Zip Code: _____

Job Title: _____ Dates Employed _____

Why did you leave? _____

Duties: _____

Company Name: _____ Supervisor: _____

Mailing Address: _____

City-State-Zip Code: _____

Job Title: _____ Dates Employed _____

Why did you leave? _____

Duties: _____

15. **PLEASE READ THE FOLLOWING AND SIGN BELOW:** I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for termination.

Signature

Date

POLICE APPLICANT SUPPLEMENTAL INFORMATION

1. Name: _____

2. Do you have a valid driver's license? _____ State _____
Driver's license number: _____ Expiration Date _____
How long have you been driving? _____ Have you ever had your license suspended in this state or any other state? _____ If yes: Date(s) _____
Location(s) _____ and Reason for Suspension(s) _____

3. Have you ever been charged with, forfeited bail on, or convicted of any traffic law violation? _____ If yes:
Where: _____
When: _____ What was the charge: _____
Disposition of the violation: _____

4. Have you ever been charged with a misdemeanor or felony? _____ If yes (please list all arrest information other than traffic):
Where: _____ When: _____
What was the charge: _____
Disposition of the violation: _____

- Where: _____ When: _____
What was the charge: _____
Disposition of the violation: _____

5. Have you ever used any illegal drugs? _____ If yes, indicate the type(s) of drugs used, when it was used and how many occasions (Prior drug use does not eliminate your consideration):

6. Starting with the most current, list all residences for the past five years.
Street Address: _____
City-State-Zip: _____
Moved In: _____ Moved Out: _____

Street Address: _____
City-State-Zip: _____
Moved In: _____ Moved Out: _____

Street Address: _____

City-State-Zip: _____

Moved In: _____ Moved Out: _____

Street Address: _____

City-State-Zip: _____

Moved In: _____ Moved Out: _____

7. Have you ever served in the Armed Forces of the United States: _____ If yes:
Branch of Service: _____ Dates of Service: _____
Rank: _____ Occupational Specialty: _____
Type of Discharge: _____ Were you ever disciplined while in the Armed Forces? _____ If yes, explain:

8. Have you ever had your wages garnisheed? _____ If yes:
Date of Garnishment: _____
Employer Involved: _____
Creditor Involved: _____
Disposition: _____

Date of Garnishment: _____
Employer Involved: _____
Creditor Involved: _____
Disposition: _____

9. Have you ever filed bankruptcy? _____ If yes: When did this occur: _____
Current Financial Situation: _____

10. What are your current financial obligations in terms of necessary monthly income? \$ _____

11. Have you taken any other Civil Service Police Officer exams within the past 12 months? _____ Are you currently on an active hire list? _____ If yes:

What Department? _____

Date of Test Given: _____ Your Numerical Position: _____

What Department? _____

Date of Test Given: _____ Your Numerical Position: _____

I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for termination.

Signature

Date