



EMPLOYMENT BULLETIN

San Joaquin County

Human Resources Division

www.sjgov.org 24 S. Hunter St., Room 106 Stockton, CA 95202 (209) 468-3370

SHERIFF CADET

Temporary/Part-Time Position

TP0999-0808-TM

SALARY: \$11.35 per hour

FILING PERIOD:

Resumes will not be accepted in lieu of an application. A completed application must be postmarked or received online by the final filing deadline.

THE POSITION: This is a temporary class in the San Joaquin County Sheriff's Department for individuals ages 18 to 21 who are pursuing a career in law enforcement. The Sheriff Cadet is not a peace officer. Incumbents receive training in legal processes and crime prevention techniques, traffic control procedures, first aid, and firearms to acquire experience necessary to pursue a career in law enforcement. As a Sheriff Cadet gains experience through the program they may perform duties with more independence.

TYPICAL DUTIES: Gathers general information from a variety of sources; asks/answers questions and completes forms; searches for, receives and explains information regarding rules, regulations, policies, procedures, and technical office operations; Searches records to establish information on missing persons; files routine reports and records; Gathers information and writes counter reports for Sheriff's divisions; Assists technical services by performing routine tasks; fingerprints the general public for applications processing; Assists with traffic enforcement including DUI checkpoints, on County roads and contract cities; Assists with abandoned vehicle enforcement within the Sheriff Department's jurisdiction; Processes and searches inmate mail; Assists and participates in special projects and events; Assists in the maintenance and transportation of Sheriff's records, including crime reports, citations and statistical data.

MINIMUM QUALIFICATIONS:

NOTE: *Employment in the Sheriff's Department is contingent upon passing a background investigation.*

Licenses and Certificates: Possession of a valid California driver's license.

Education: Graduation from high school or satisfactory completion of a G.E.D

Special Requirements:

- 1) Be at least 18 years of age upon appointment.
- 2) Currently enrolled in a accredited two year community college or a four year college or university.
- 3) Pass a background investigation conducted by the Sheriff's Department.

Knowledge of: Basic social aspects of law enforcement; general office practices and procedures; personal computer systems and general office computer software; general human behavior; language usage and mechanics; basic mathematics; public relations principles; self-defense, restraint and emergency/crisis management techniques; first aid.

Ability to: Understand, interpret and apply laws, regulations, and ordinances related to law enforcement; utilize standard office procedures and equipment; read, understand and apply detailed instructions and other job related materials; understand, interpret and apply laws, regulations, and ordinances related to law enforcement; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; adapt to changes of assignment; establish and maintain good working relationships with co-workers, the public, and others; communicate effectively, both orally and in writing; perform a variety of law enforcement support activities; physically restrain persons; exercise good judgment; stay calm under stressful or emergency situations; under go laws of arrest and self defense training.

Physical/Mental Requirements: Mobility – operation of a data entry device; repetitive motion; sitting, standing, walking for extended periods of time; driving; occasional running, pushing, pulling, bending, squatting, climbing, crawling; Lifting - frequently 5 to 30 lbs; occasional lifting/turning of heavy objects or people; Visual - constant good overall vision, reading/close-up work; color perception and use eye/hand coordination; frequent use of depth perception and field/peripheral vision; Dexterity- frequent reaching; grasping; repetitive motion; writing; Hearing/Talking- frequent hearing of normal speech, hearing/talking on the telephone/radio, talking in person; ability to hear faint sounds; Emotional/Psychological – constant decision making, concentration, and public contact; public speaking; dealing with emergency situations; frequent working alone; occasional exposure to trauma, grief, and death, hazardous materials; Special Requirements – may require working weekends and nights; Environmental – frequent exposure to varied weather conditions.

Examination: TEMP-2008-072

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