

Cadet

Position Description



Status

Irregular Part-Time, Nonexempt

Compensation

A11 – First Step

Bargaining Unit

Non-bargaining

Reports to

Administrative Supervisor

Supervises

N/A

Position Category

Generalist

Summary

Assists Law Enforcement staff and Corrections staff by performing various clerical duties including, but not limited to: data entry, filing, fingerprinting, delivering mail and court documents received. Assists the public as requested. May assist Emergency Management staff as requested. **This position serves as a stepping stone to learn about Law Enforcement, with the potential for county sponsorship to the Police Academy.**

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Data entry and filing.
2. Collects fingerprints from individuals for various purposes.
3. Delivers mail and court documents throughout the facility.
4. Transports equipment and/or vehicles to alternate locations as requested.
5. Assists the public as needed.
6. Assists Emergency Management staff as requested.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented

- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position operates in a highly confidential, professional office environment. Routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; to visually and audibly monitor inmates, to operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces via walking or driving a vehicle. May be required to exert up to 50 pounds of force occasionally, and up to 20 pounds of force frequently. Some filing is required; the ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees as well as other off-site locations.

Required Education and Experience

1. Must be 18 years of age with a High School Diploma or equivalent (G.E.D.).
2. Must be currently enrolled in either a Law Enforcement Program or pursuing an Associate's or Bachelor's degree in criminal justice

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____