

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
STATE POLICE CADET

JOB DESCRIPTION

Employees in this non-career job perform a variety of assigned, diverse law enforcement tasks to assist State Police personnel in office and post activities.

There is one classification in this job.

Position Code Title - State Police Cadet

State Police Cadet 4

The employee in this classification will be assigned to various State Police posts, district headquarters, divisions, or bureaus within the Department of State Police. The employee will also be assigned to the State Police Training Academy Cadet School during their employment for satisfactory completion of the required cadet training curriculum. Upon successful completion of the cadet program, the employee may be eligible for consideration in the first available State Police Training Academy Recruit School.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Under close and direct supervision of an enlisted officer:

Assists in the work of post and division officers, including the court officer, Community Services Trooper, detective sergeants, post sergeants, etc.

Transmits and receives messages using police radio equipment.

Answers telephone and dispatches patrol units, aircraft, and other emergency support equipment.

Retrieves information from headquarters or files in response to requests from officers.

Assists in post inventory and ordering supplies for the assigned work site.

Assists with traffic surveys, transporting cars, maintaining vehicles, processing abandoned vehicles, receiving evidence, and taking fingerprints and photos.

Assists enlisted officer in conducting non-criminal investigations in connection with complaints and information received. After six months of satisfactory service, assists enlisted officers in conducting criminal investigations.

Gathers information using a variety of methods, including computerized information systems.

Assists officers in preparing criminal and other investigative reports, logging items and documents, filing messages and cross-reference cards, and maintaining records and files.

Downloads video cards.

Assists with Freedom of Information requests received at work site.

Participates in special projects and prepares project reports.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of terminology and subject matter in the area of work to be performed.

Ability to operate equipment used in the work.

Ability to gather information under difficult circumstances.

Ability to operate a motor vehicle.

Ability to function as a member of a team.

Ability to communicate effectively.

Ability to read and understand complex written laws and procedures.

Ability to make accurate and objective observations and recall the observations.

Ability to remain alert and perceive details and changes in surroundings.

Ability to perform the essential tasks of a State Police Trooper as identified by the Department of State Police, Civil Service Commission, and the Michigan Commission On Law Enforcement Standards (M.C.O.L.E.S.).

Working Conditions

An employee in this position will be limited to working a maximum of 129 hours a month.

Physical Requirements

Ability to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Possession of a high school diploma or GED Certificate.

Experience

State Police Cadet 4

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

Willingness to submit to a thorough investigation designed to measure the applicant's suitability for police work.

Must be a United States Citizen and a resident of the state of Michigan for at least one year.

Must be at least 19 years old.

Absence of a criminal record of felony convictions that would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Must possess a satisfactory driving record.

A prospective candidate must meet one of the following four (4) conditions to be eligible for this classification:

(1) Current enrollment in an accredited college or university. Cadet employees must be able to provide proof of enrollment in an accredited college or university.

(2) Has previously received a conditional offer of employment from the Michigan State Police and is awaiting entry into a Michigan State Police Training Academy Recruit School.

(3) Has previously been in a Michigan State Police Training Academy Recruit School, but resigned and is taking steps to correct deficiencies that have been identified to remain eligible for appointment to a future recruit school.

(4) Has previously participated in and completed the Michigan Youth Leadership Academy or a Michigan State Police high school level law enforcement training program.

NOTE: This is a temporary appointment and employees must continue to meet the minimum requirements to be eligible for appointment to a future State Police Training Academy Recruit School and/or continue satisfactory performance of assigned work activities for continued employment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STPCADET

Job Code Description

STATE POLICE CADET

Position Title

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Position Code

STPCADET

Pay Schedule

NERE-216

SK

06/19/2016