

**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.

**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 temporarily 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:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Assists in the work of post and division officers, including the Court Officer, Community Services Trooper, Recruiters, Detective Sergeants, and Post Sergeants.

Transmits and receives messages using police radio equipment.

Answers telephone and radio communications from 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.

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

Assists enlisted officers 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 Act requests.

Participates in special projects and prepares project reports.

Performs related work and other tasks 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.

### **Working Conditions**

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

### **Physical Requirements**

The job duties require an employee to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

### **Education**

Possession of a high school diploma or GED Certificate.

### **Experience**

State Police Cadet 4

No specific type or amount is required.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

Willingness to submit to a thorough background 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 18 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.

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 continue satisfactory performance of assigned work activities for continued employment.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

STPCADET

**Job Code Description**

STATE POLICE CADET

**Position Title**

State Police Cadet

**Position Code**

STPCADET

**Pay Schedule**

NERE-098P

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03/16/2025