

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION**

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Clinton Township, MI 48038
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February 22, 2021

JOB VACANCY

JOB TITLE: Police Cadet
DEPARTMENT: Police
SALARY: \$15.00 Hourly
STATUS: Permanent Part-Time (29 Hours maximum per week)

GENERAL SUMMARY:

Under the general supervision of the Chief of Police and other sworn or supervisory officers of the police department assists with enforcing the laws and ordinances of the Charter Township of Clinton and the State of Michigan. Performs all other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position assists citizens and members of the general public primarily with non-criminal incidents and activities. Receives and handles telephone calls from the general public, dispatch, other law enforcement agencies, courts or sworn members of the department and performs front police desk duties with a sworn personnel member. Processes the intake of prisoners by performing booking responsibilities which includes thoroughly searching, fingerprinting, photographing, conducting medical and mental health screenings, inventorying prisoner property and feeding prisoners in custody. May assist and aid the court services with the processing and arraignment of in custody prisoners during video arraignment. Investigates non-criminal complaints in accordance of the law and interviews and obtains statements from citizens, prisoners, complainants and witnesses to obtain information. Also, handles bond monies from citizens and bail bonds persons, preparing reports for the release of prisoners on bond and ensuring prisoners are released from custody following department protocols and policies. Provides or arranges for animal control and ordinance enforcement. Which includes the care and health of animals maintained while in the custody of CTPD until the owner or animal control takes proper custody of animal.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires knowledge of civil statues, ordinances, departmental policies and procedures. Also, knowledge of office equipment such as: personal and networked computers and printers, computer keyboards, facsimile machines, copy equipment, voice messaging and electronic mail systems, telephone equipment, mobile radio and several types of software. Applicant(s) must possess the ability and/or skills to do the following: understand and follow complex oral and written instructions and effectively communicate orally and in writing, prepare, write, document and maintain accurate and factual records and reports. Also, must have the ability to maintain calmness in emergency situations and non-emergency situations, making concise decisions and resolving conflict and managing crises.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent and police cadets may have to enroll in college courses or be willing, or eligible, to take college courses relative to law enforcement. Also, must have a valid Michigan driver's license and a good driving record and maintain both while employed in this position. Successful completion of Civil Service Examination is required and applicant(s) must meet all requirements set forth in the Employees Civil Service Ordinance.

PLEASE NOTE: Interested, eligible candidates must submit an application to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, March 5, 2021. Pre-employment background investigation and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.