

Career Service Authority

Public Safety Cadet

Revised Date

Revised By

EEOC Code

FLSA Code

Est. Date

Don Braden

4 Protective Service Worker

Non-Exempt

09/16/95

General Statement of Duties

This is trainee level work within the various bureaus of the Department of Safety, training in the principles, practices, methods, and techniques of police, fire or corrections work.

Job Responsibilities and Knowledge, Skill and Ability Requirements

1. Trains, through in-service instruction, in applicable State and City laws, departmental rules and regulations, bureau functions and responsibilities such as public and community relations, first aid, patrol and investigations, report preparation and other functions of law enforcement, fire protection and corrections work.
 - *Knowledge of grammar, spelling and punctuation sufficient to be able to compose and edit correspondence, reports or memoranda.*
 - *Skill in understanding and applying oral, written, illustrated or demonstrated instructions.*
 - *Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform simple computations.*

2. Receives on-the-job training or orientation in the methods and techniques of police, firefighter, or corrections work.
 - *Skill in understanding applying oral, written, illustrated or demonstrated instructions.*

3. Performs duties involving the classification and identification of fingerprints, processing warrants and records, training in dispatching or other technical service functions.

- *Skill in understanding and applying oral, written, illustrated or demonstrated instructions.*
4. Trains in investigation techniques.
- *Knowledge of grammar, spelling and punctuation sufficient to be able to compose and edit correspondence, reports or memoranda.*
 - *Skill in understanding and applying oral, written, illustrated or demonstrated instructions.*
5. Performs duties such as taking complaints and inquiries either by phone or in person and recording same in objective written form, assisting in the processing of delinquents, criminals, or missing person, and maintaining records of unit activity,
- *Skill in communicating and presenting factual information relative to the work assignment.*
 - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
 - *Knowledge of grammar, spelling and punctuation sufficient to be able to compose and edit correspondence, reports or memoranda.*
6. Assists executive level command officers with routine duties related to law enforcement, fire district and corrections service administration, and with court “service of process” records management.
- *Skill in communicating and presenting factual information relative to the work assignment.*
 - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
 - *Skill in understanding and applying oral, written, illustrated or demonstrated instructions.*
 - *Knowledge of alpha and numeric filing systems sufficient to be able to identify information for cross-filing and maintaining files.*
7. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

No supervisory responsibility

Guidance and Decision Making

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Detailed oral and /or written instructions are normally given during the training period. Duties assigned are primarily routinized, repetitive, and restricted in intricacy with little or no discretion in how they are carried out. Work product is subject to continual review.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Sitting: remaining in the normal seated position.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.

Mental Demands

Mathematical Reasoning
Memorization
Oral Comprehension
Written Comprehension

Environmental Conditions

Temperature Changes: variations in temperature from hot to cold.

Minimum Education

Graduation from high school or possession of a GED Certificate, plus the ability to meet the minimum qualifications for acceptance into an academic program at Metropolitan State College; OR no more than two years of college credit at the time of application and eligible for acceptance into an academic program at Metropolitan State College.

Minimum Experience

None.

Licensure and Certifications

Possession of a valid Colorado Class "R" Driver's License at the time of application.