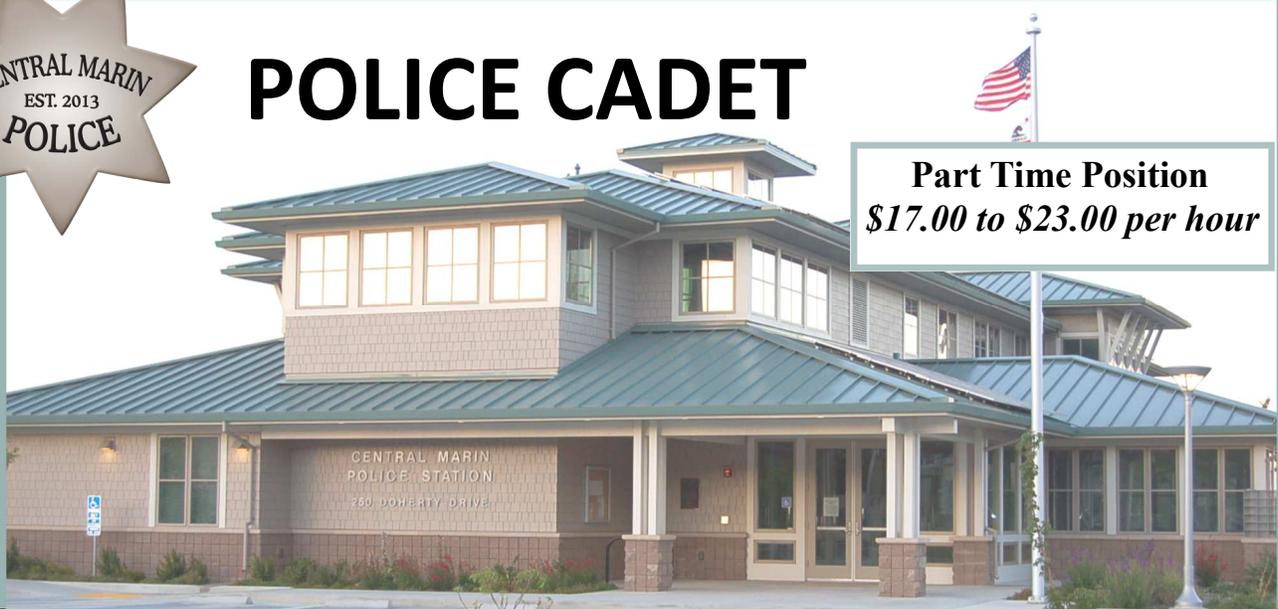


Employment Opportunity



POLICE CADET

Part Time Position
\$17.00 to \$23.00 per hour



“To provide the communities of Corte Madera, Larkspur and San Anselmo with the highest quality of police services - Services that meet present and future community expectations.”

The Communities We Serve

The Central Marin Police Authority serves a population of approximately 35,000 residents from the communities of City of Larkspur, Town of Corte Madera and Town of San Anselmo. Located by Mt. Tamalpais in Marin County, north of San Francisco, these communities enjoy a small town atmosphere and outdoor lifestyle.

Central Marin Police Authority

The Central Marin Police Authority was established in January 2013 and operates under a joint powers agreement forming the Police Authority. There is a total of 57 personnel consisting of 42 sworn peace officers, 4 fulltime civilian employees and 11 part-time employees.

CMPA operates out of a newly built police facility with modern equipment including touch screen integrated mobile computers in all patrol vehicles and state of the art communications center. CMPA has Patrol and Traffic Divisions, Investigations, and a Special Response Team.

Definition: Entry level civilian classification that performs all duties required to effectively support police services. This includes providing general information, referral assistance to the public in person or on the telephone, and routine data entry and filing duties. Work hours are scheduled between 8 a.m. to 4 p.m. Monday through Friday.

Examples of Duties

- Work at the stations' front counters providing general information and referral assistance
- Operate the telephone system to take or relay information
- Deliver interoffice and interdepartmental mail, including the court run
- Assist in maintaining and filing police records
- Maintain inventory of supplies and equipment
- Assist the Traffic Division at various enforcement checks, including marking abandoned vehicles and having them towed
- Perform related duties as required

For more information contact Janet Thiessen, HR Manager, at the Central Marin Police Authority at recruiting@centralmarinpolice.org, (415) 927- 5150, or centralmarinpolice.org

EMPLOYMENT STANDARDS

Knowledge of: Basic office practices and procedures, basic techniques of public relations, CMPA policies and procedures, information technology and personal computers, correct English spelling and proper grammar, and alphabetical and numeric filing systems.

Ability to: Work evenings and weekends, communicate effectively both verbally and in writing, establish and maintain effective and cooperative relationships with the public and fellow employees, understand and carry out verbal and written instructions, maintain accurate records and files, make arithmetic calculations quickly and accurately, process and file documents, read and understand laws/ordinances/CMPA policies/rules/instructions, analyze situations and adopt an effective course of action, and operate an automobile safely and according to traffic laws and rules

Education and Experience: High school diploma or equivalent, preferably supplemented by college level coursework. Some related experience is preferred. Must have valid drivers license.

QUALIFICATIONS

All applicants must be able to perform the essential job functions of the position, as determined by a thorough CMPA pre-placement medical examination; meet vision requirement of not less than 20/100, correctable to 20/30; possess a high school diploma or G.E.D.; must be a U.S. Citizen or permanent resident alien with an application for citizenship completed at least one year prior of date of application; have a valid California Class C driver's license, must be age 18 and have a satisfactory driving record; be free of felony convictions.

APPLICATION INSTRUCTIONS

Applications and information may be obtained from the Central Marin Police Authority website:

<http://www.centralmarinpolice.org>

All application packets may be returned by mail, in person or by email to:

recruiting@centralmarinpolice.org

Mail to:



**Central Marin Police Authority
Attn: Janet Thiessen, HR Manager
250 Doherty Drive
Larkspur, CA 94939**

APPLICATION AND SELECTION PROCESS

Applicants should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The oral interview is designed to measure the job-related knowledge, skills, and abilities deemed critical to successful job performance. (Weighted 100%) Candidates whose names are placed on the eligibility list must undergo an extensive background investigation and fingerprinting prior to appointment.

Questions can be directed to Janet Thiessen, Human Resources Manager at:

recruiting@centralmarinpolice.org

EQUAL EMPLOYMENT OPPORTUNITY/ADA

Qualified applicants are considered without regard to race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, ancestry, age, disability, pregnancy, genetic information, veteran status, marital status, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if reasonable accommodations are necessary at any stage of the selection process, applicants must notify CMPA at the time the employment application is filed. Medical documentation must be provided upon request.