



CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
781-314-3355 FAX 781-314-3358
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Police Cadet(s) (2) Waltham Police Dept. City of Waltham

Job Responsibilities: The purpose of this position is to train in and perform administrative support duties within the Police Department that are associated with the maintenance of law and order, the protection of life and property, and the prevention and suppression of crime. The incumbent maintains files and records, answers the telephone, receives minor complaints, prepares routine reports, monitors the welfare of prisoners, and other related administrative/clerical duties. A Police Cadet is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Makes entries, inquiries, and appropriate deletions into the CADS, CJIS, and NCIC computer systems and applications. Answers operations telephones and assists the caller through appropriate action. Takes stolen motor vehicle reports from citizens, fills out proper forms, and makes entries into the LEAPS computer and the operations stolen motor vehicle record book. Conducts wanted checks of all department and computer files upon request. Records police tows and all private tows and repossessions in the operations tow book and CAD. Assists the Operations Clerk in conducting regular checks of all persons held in custody. Assists other operations staff as necessary. Assists in the care of all persons held in the lock-up facility; checks prisoners regularly and records time; feeds prisoners; assists and/or escorts prisoners to and from cellblock, searches prisoners. Maintains all portable radios and batteries; charges batteries when necessary; maintains the radio log; performs a complete inventory of radios once per shift. Attends to civilian visitors, assisting them with inquiries, complaints, concerns, or other purposes; makes referrals to appropriate department personnel. Takes reports for lost property, larcenies, missing persons and harassment. Assigns all marked cruisers to proper sectors; ensures that all unused cruisers are lined up in proper parking spaces in proper condition. Makes out the line up sheet for the next shift. Assists and/or transports prisoners in the department patrol wagon as directed. Assists in processing prisoners as required. Conducts complete security check of the police building including checking doors, turning on/off lights, and noting building hazards. Checks cruiser during each shift; radios and packet cluster off, windows closed and cars are parked on line. Assist 911 center personnel on occasion. May maintain and replenish stock of all forms, paper, and other supplies needed within the department. Performs similar or related work as required, directed, or as situation dictates. Employment is to be terminated on your 25th birthday, however no person shall be too old for appointment as a cadet program if he or she is of qualifying age at the time of application to a cadet program. An appointment to a cadet program shall not be terminated for age unless the cadet has completed 2 years of service. Full job description available through Human Resources.

Qualifications: Associates Degree or working towards; some experience in computer and/or office administration work preferred; or any equivalent combination of education and experience. A valid motor vehicle operator's license is required; must pass a strength and agility test, a medical examination and a psychological examination to determine suitability for a career in law enforcement. Cadets must maintain their physical shape throughout the program; a PT test is required every six months. Must pass a cadet exam. Must be a Waltham resident at time of application and duration of employment.

Rate of pay: \$45053 yr. Excellent benefits. No Retirement benefits.

Deadline to apply: Friday, January 31, 2020

Qualified candidates should submit an updated City of Waltham application, resume and cover letter to:
City of Waltham

Human Resources Dept.

119 School St.

Waltham, MA. 02451

781-314-3355/Fax 781-314-3358

jobs@city.waltham.ma.us or mgullotti@city.waltham.ma.us

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