

POLICE CADET

JOB SUMMARY

Under supervision of a police employee, this seasonal part-time, non-MCOLES licensed, position is primarily responsible for enforcing selected City Ordinances, providing information, and limited parking enforcement in and around Lake Harbor Park. Generally, individuals in this position are scheduled to work the week proceeding Memorial Day through the week following Labor Day.

DUTIES AND RESPONSIBILITIES

Essential Job Functions:

1. Enforces City of Norton Shores Ordinances within Lake Harbor Park and other City-owned parks as directed.
2. Engages in community policing activities by having contact with residents and visitors.
3. Educates the public about City Ordinances by providing them with information.
4. Receives minor non-criminal complaints such as lost or found property, parking complaints, etc. and submit appropriate reports.
5. Provides information to other police officers to assist in the completion of their assignments.
6. Provides information and directions to residents and visitors of our community.
7. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. High School diploma
2. Must be at least 18 years of age.
3. Ability to walk for long periods of time.
4. Agility to walk on uneven pavement, walkways and soil.
5. Ability to firmly and impartially enforce applicable ordinances.
6. Ability to deal courteously with the members of the public and co-workers.

7. Good communication skills.
8. Possession of a current valid driver's license.

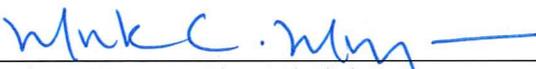
WORKING CONDITIONS

1. Works outside in the elements during a 8-hour period, in all types of weather.
2. Although this position may involve being sworn to enforce City Ordinance violations, this position is not authorized to make custodial arrests.

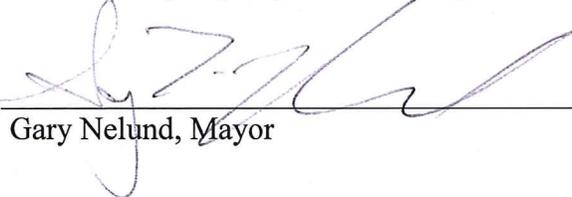
Approval:

 4-17-12

Carrie A. Larks, Personnel Director



Mark C. Meyers, City Administrator



Gary Nelund, Mayor

Revised