Job Bulletin E13 – 13/14

POLICE OFFICER CADET

Time base – Full Time
Temporary: up to six (6) months

This recruitment will remain open until filled. For priority consideration, please complete on-line application by August 25, 2013. A review of applications will begin August 26, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:
The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 925. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:
Training
- Attends the prescribed training sessions at a POST certified academy to learn the principles, practices, and theory of criminal and civil law enforcement and codified and case law; and receives training in report writing, physical fitness techniques, firearms use and maintenance, and arrest and control techniques.

Patrol Operations
- Under close supervision, a Cadet may assist other Police Officers in the performance of their duties. A Cadet may perform patrol duties on foot or by vehicle to protect campus and visiting personnel, property, and facilities against accidents, bodily harm, fires, theft, vandalism, and illegal entry; enforce laws, traffic and safety regulations; apprehend violators; provide general information and assistance to the public; and conduct investigations.
- Write clear, concise reports.
- Perform crime prevention assignments.
- Participates in emergency preparedness and other safety programs as assigned.
- Assists in providing security for large gatherings of faculty, staff, student or visitors to the campus.
- Take the necessary action within the limits of prescribed policies and procedures to correct a situation, or, if necessary, contact the appropriate authorities for guidance and assistance.

SPECIAL REQUIREMENTS:
- Successful completion of a physical agility test, oral interview, written examination, comprehensive background investigation, physical examination, psychological examination, and drug screening required.

MINIMUM QUALIFICATIONS:
- Possess a high school diploma or equivalent.
- Minimum of 30 units of college level education.
- Eligibility to attend a certified POST basic training academy.
- Valid California Driver's License and possesses a satisfactory driving record.

- Police Officer candidates shall be at least 21 years of age by the time of appointment to a sworn position.
- Satisfy citizenship requirements.
- Within the seven (7) month time period, the University Police Officer Cadet must meet all requirements for POST academy certification.
- Ability to qualify for and satisfactorily meet the ongoing standards of the basic POST academy training.
- Mental capacity, physical agility and learning potential to perform all aspects of POST training and police work.
- Ability to perform accurately in a detail-oriented environment.
- Ability to handle multiple work priorities, organize and plan work and projects.
- Demonstrate ability to quickly learn and apply campus rules and regulations related to work performed.
- Ability to exercise tact, courtesy, alertness, and good judgment in making decisions according to laws, regulations, policies, supervisory expectations, and in responding to others.
- Demonstrate ability to operate in an environment that requires discretion and confidentiality.
- Demonstrate ability to think and act decisively and effectively in emergencies and sensitive situations.
- Demonstrate a willingness to confront problems.
- Ability to take initiative in developing and improving skills; demonstrate dependability, integrity, good observations skills, and professional bearing; enjoy working with people; and possess credibility as a witness in a court of law.
- Demonstrate ability to communicate and work effectively with a diverse campus community, and with members/agencies outside the CMA community.
- Ability to read, write, and orally communicate effectively in a clear and concise manner.
- Demonstrate intermediate computer proficiency with diverse programs, including Microsoft Office Suite, Internet, and email software.
- Demonstrate ability to learn office technology systems.

DESIRABLE QUALIFICATIONS:

- Experience working with a law enforcement agency.
- AA degree or higher.

SALARY: $3472 per month

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APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.