

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019 - 003

POSITION TITLE	Police Cadet	SALARY RANGE:	\$19.114
DEPARTMENT	Police Department	FLSA/UNION STATUS:	Covered/ POA
PERIOD TO APPLY:	Open Continuous	POSITION STATUS:	Classified/ Full-Time
SUPERVISOR:	Police Chief	LOCATION:	Operations/ Patrol

GENERAL PURPOSE

This is a training position whereby new recruits are observed and evaluated as to their suitability for police work, while they observe and assist experienced Police Officers in general duty police work

SUPERVISION RECEIVED

Works under the general guidance and direction of the Police Sergeant

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

Under close supervision, this employee performs routine residential and commercial patrol. Investigates motor vehicle accidents, crimes against property, and violent crimes. Performs traffic control duties and traffic code enforcement to include issuing citations. Conducts crime prevention activities. Operates vehicles in routine and emergency situations. Receives training in report preparation and other general duty police work. May testify in court

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent

AND

Must have a record clear of felony convictions or crimes involving moral turpitude.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the City geography required.

Considerable skill in communicating effectively, both orally and in writing.

Ability to learn how to use specialized equipment, such as firearms, communications equipment, and computers. Ability to establish and maintain an effective working relationship with co-workers, and the general public. Ability to meet deadlines with severe time constraints.

SPECIAL QUALIFICATIONS:

Must have a good driving record.

Must possess a valid Class D New Mexico driver's license. If an applicant currently possesses an out of state driver's license he/she must obtain a NM driver's license within six (6) weeks after graduating the NMDPS Academy.

Must be at least 21 years of age upon completion of the NMDPS Academy.

Must be a United States citizen and establish New Mexico residence within six (6) months of hire date.

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MUST SUCCESSFULLY PASS THE FOLLOWING:

A written examination.

A series of physical agility tests.

An oral interview with selection committee.

A polygraph examination.

A background investigation.

A psychological examination as to whether the candidate is free of any mental or emotional condition which might adversely affect performance.

A complete medical examination.

A pre-employment drug-screening test and alcohol test.

WORK ENVIRONMENT:

Work is performed inside and outside, sometimes in inclement weather conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes, VDT's and CRT's. May require arduous physical exertion under vigorous and unusual conditions; must be able to drag 175 pounds for 15 feet. Irregular work hours, nights, weekends, holidays, and on-call duty required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**