



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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# Police Cadet

**\$14.84 - \$18.04 hourly (Part-Time Position)**

***\* Continuous Recruitment \****

## The Opportunity & Ideal Candidate:

The City of San Gabriel is seeking Police Cadets who wish to serve the community and start a career in law enforcement. The ideal candidates will be able to communicate effectively and courteously with people of diverse backgrounds. Candidates should have the ability to understand and carry out oral and written instructions, and use good judgment.

Under general supervision of sworn or civilian personnel, Police Cadets assist with a variety of non-hazardous duties in support of the Police Department. Responsibilities include assisting with property and evidence control; maintaining/transporting equipment and supplies; serving as the Desk Officer and handling business at the front counter/lobby; assisting Dispatchers by answering phones; filing, copying, and assisting the Records Bureau; making public appearances and conducting Police Department tours; serving witness (non-criminal/non-hazardous) subpoenas; filing reports on cold crimes; entering computer data into relevant databases; assisting with traffic control, transportation, and parking enforcement; providing customer service in-person and over the phone to the public and other City departments; and performing other related duties as assigned.

Police Cadets are required to complete a formal documented training regimen under the guidance of one or more full-time Police Department staff. Ability to work flexible hours, including holidays and nights, is also required.

## Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be possession of a high school diploma, GED, or equivalent, or a senior in high school with a "C" average or higher. Candidates must be between 18-25 years of age at time of appointment with no felony convictions. Possession and maintenance of a Class C Driver's License and satisfactory driving record are required. ***Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.***

## Compensation & Benefits:

**Range: \$14.84-\$18.04 per hour.** Participation in Public Agency Retirement Services in lieu of Social Security.

## Examination:

The examination will consist of an oral interview, weighted 100%. All applications, résumés, and submitted reference materials will be reviewed and evaluated, and only the best-qualified candidates, based on applicable experience, will be invited to the selection process.

## Application Procedure:

Candidates must complete a City of San Gabriel application and supplemental application form. **The City will accept applications on an ongoing basis and will notify candidates of upcoming oral interviews.**

To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or résumés are not accepted.*

A comprehensive background investigation will be conducted on all finalists. Candidates considered for employment must also pass a pre-employment medical examination, which includes drug/alcohol screening. NOTE: The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
hr@sgch.org  
www.sangabrielcity.com