

**SNOHOMISH COUNTY JOB DESCRIPTION
SHERIFF CADET**

Spec. No 6352

BASIC FUNCTION

The primary duties of this class are in support of the County's Sheriff's Office law enforcement functions.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assists law enforcement personnel and the public, in person and on the telephone, by providing information, answering questions and explaining services.
2. Interviews citizens regarding minor criminal complaints; respond to inquiries; provide information to the public on laws and ordinances; assist in resolving problems, make referrals to appropriate agencies as necessary.
3. Collect, transport, and document found property.
4. Prepare required reports and maintain necessary records.

STATEMENT OF OTHER DUTIES

5. May help coordinate repairs of equipment or vehicles.

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. An associate of arts degree or 90 credits of college level course work including courses in law enforcement, criminal justice, or a closely related field is preferred. Must be United States citizen; minimum 18 years of age, no maximum age. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a medical examination and a psychological evaluation.

The purpose of this position is to provide a career progression path for candidates seeking a full time law enforcement career as a fully commissioned officer.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- basic law enforcement practices and procedures
- English grammar, word usage, spelling and punctuation
- basic computer knowledge of applications and software
- office equipment, procedures and practices
- defensive driving

Ability to:

- use discretion and maintain confidentiality of information
- keyboarding skill using various computer applications; minimum 20 net words per minute
- understand and follow written and verbal instructions
- communicate effectively, both orally and in writing, with people regardless of age, sex, social, economic, cultural or ethnic backgrounds, including hostile, angry and distraught individuals
- establish and maintain effective working relationships with County employees, staff of other agencies and the public
- maintain accurate and orderly records and files
- learn, retain, and explain complex procedures and policies
- work independently; be accountable for accuracy of work
- use and care of law enforcement equipment
- operate a motor vehicle; read and use road maps
- use standardized radio codes and procedures

WORKING CONDITIONS

Position in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; and lifting, moving and carrying objects over 20 pounds.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Proposed 4/2/07
EEO Category: 6 – Administrative Support
Pay Grade: 306 – Clerical Pay Plan
Workers Comp: 6905 Law Enforcement
Previous job description approved June 6, 2007

Approved by the Snohomish County Civil Service Commission September 3, 2008