



Kathy M. Sheehan
Mayor

Office of Human Resources

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Notice of Job Opening

Position: Police Cadet

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Police

Number of Vacancies to be filled: 8

Rate of Pay: \$17.51 hourly rate

Schedule: Varies

Application Deadline: Until filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

Background Check: **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Reposted Monday, March 13, 2023

POLICE CADET

DISTINGUISHING FEATURES OF THE CLASS: The Police Cadet apprenticeship program is specifically designed to introduce young individuals to the various aspects of the law enforcement profession and help prepare them for a future career as a Police Officer. In accordance with well-defined policies and procedures, an employee in this classification assists full-time personnel with a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Communications, Investigations, Special Events (including Mounted and K9) Records, and Fleet Maintenance. These assignments will also include time shadowing officers in the form of “ride-alongs” or “walk-alongs.” Incumbents assume greater responsibilities and work with increasing independence as knowledge and experience are gained. Receives immediate supervision from sworn or civilian Police personnel. Cadets will also be expected to participate in monthly trainings covering a wide range of topics and types of activities. No supervision is exercised.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides technical assistance to the public at the front desk and over the telephone;
- Evaluates and processes disturbance calls, complaints, and requests for police services;
- Gathers information, records complaints, and prepares routine crime reports;
- Directs callers to other departmental personnel or other agencies as appropriate;
- Prepares and processes a variety of reports, forms, applications, and permits; types, compiles, and tabulates basic statistical and financial data;
- Tracks status of cases and warrants; maintains related files and records;
- Transports police vehicles for service;
- Assists sworn and civilian personnel with essential non-emergency tasks;
- Participates in monthly trainings to include classroom/lecture, physical fitness, fitness evaluations and hands-on activities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Ability to be courteous;
- Ability to understand and carry out complex oral and written directions;
- Ability to operate an automobile;
- Sound judgment;
- Physical strength and agility;
- Neatness of appearance;

- Excellent moral character;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Must be between the ages of 18 and 32 and Graduated from high school or possess a high school equivalency diploma.

SPECIAL REQUIREMENT:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Satisfactory results from a background investigation, and administrative screening.
- Required to work varying shifts which may include evenings, weekends, and holidays.
- Must apply for and take any and all available City of Albany Police Officer exams during employment as a Cadet.
- Applicants will be required to have a physician sign a medical clearance form which will allow for participation in a physical fitness test consisting of a 1.5 mile run, push-ups and sit-ups prior to employment, as well as participation in trainings that require physical exertion.

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