

## **Police Cadet Position**

The White Lake Police Department is seeking qualified applicants for multiple part-time Police Cadet Positions.

The primary responsibilities of this position include performing a variety of tasks to support the Police Department. The tasks will include working in conjunction with Police Officers, Dispatchers, and Records personnel. Duties include assisting citizens, completing documentation, and assistance in the maintenance and cleaning of police facilities, vehicles, and equipment.

### **Minimum Qualifications**

Applicants should possess the following minimum qualifications at the time of application.

- Resident of Michigan or out of state resident currently enrolled at a college or university in Michigan
- Possess a valid Michigan operator's license
- High school graduate
- Major in Criminal Justice or related field
- Familiarity with Microsoft Office and other common office software, including Excel and Word.
- Must be physically fit to handle job requirements including the handling of prisoners
- Able to pass a background investigation with a preference for no criminal convictions
- Must pass a physical examination including drug screening
- Must possess, or be able to obtain basic CPR and First Aid certification
- Excellent written and verbal communication skills

### **Wages and Schedule**

These positions offer wages of \$15.00 per hour. Work schedule is available up to 28 hours per week, with a flexible variety of shifts available.

### **To Apply**

Please submit a cover letter, résumé, and completed employment application. Applications can be obtained from the White Lake Township website or from the Clerk's office. Applications will be accepted until positions filled.

White Lake Township is an Equal Opportunity Employer