

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Position Code Description State Police Cadet	10. Division Sixth District
5. Working Title (What the agency calls the position) State Police Cadet	11. Section Lakeview Post
6. Name and Position Code Description of Direct Supervisor Stephens, Michael; State Police First Lieutenant	12. Unit
7. Name and Position Code Description of Second Level Supervisor Anderson, Michael; State Administrative Manager	13. Work Location (City and Address)/Hours of Work 10300 Howard City-Edmore Rd. Lakeview MI 48850 / Work hours may vary
14. General Summary of Function/Purpose of Position The employee in this classification will be assigned to various State Police posts, district headquarters, divisions, or bureaus within the Michigan department of State Police (MSP) to assist State Police personnel in office and/or post activities. Upon close and direct supervision of an enlisted officer, responsibilities include answering phones and dispatching patrol units; retrieving information from headquarters and district headquarters; assisting with traffic surveys, transporting cars, maintaining vehicles, receiving evidence, and taking fingerprints and photos. The cadet will also participate in presentations and special projects and prepare reports and gather information from a variety of methods, including computerized information systems. The employee will also be assigned to the State Police Training Academy Cadet School during their employment for satisfactory completion of the required cadet training curriculum. Upon successful completion of the cadet program, the employee may be eligible for consideration in the first available State Police Training Academy Recruit School.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Assist with Community Service Trooper (CST) programs, traffic activities, surveys, and taking fingerprints. Assist with traffic surveys and assist with accident reports. Assists the post by providing highway and street directions, conducting special research, and vehicle maintenance.

Individual tasks related to the duty:

- Assist with community service as needed.
- Assist with traffic and other related surveys and gathering of information.
- Assist with the taking of fingerprints.
- Provide general information on public safety issues and general assistance to the public.
- Assist personnel and public with directions, surveys regarding highways and streets and routes to take.
- Participates in special projects and prepares project reports.

Duty 2

General Summary:

Percentage: 25

As assigned, assist enlisted officers in non-criminal investigations, files materials, prepare reports, and obtains information. Helps court officers and other staff with clerical aspects of their work.

Individual tasks related to the duty:

- Assist in non-criminal investigations including taking pictures, writing reports of findings, running errands, seeking information. Must have the ability to gather accurate information, make observations, and recall observations.
- Retrieve information from headquarters or files in response to requests from officers.
- Downloads video cards.
- Assists with Freedom of Information requests received at work site.

Duty 3

General Summary:

Percentage: 25

With developing experience will help enlisted officers in criminal investigations, transporting vehicles, and using communication equipment. Assists with basic bookkeeping and credit card accounting.

Individual tasks related to the duty:

- Use radio, fax, LEIN, computers, and other office equipment.
- Transmit and receive messages using communication equipment.
- Answer phone or dispatch patrol units as necessary.
- Transport vehicles as requested.
- Gather or retrieve information for personnel, as requested, sometimes under difficult circumstances.
- Assist officers in preparation of criminal and investigative reports.
- Log items and documents.

- File messages and cross-reference cards.
- Maintain files.

Duty 4

General Summary:

Percentage: 20

With post personnel, perform miscellaneous clerical, communications, and dispatching activities. Transports materials. receive evidence, and assist in budgeting, auditing, and inventorying.

Individual tasks related to the duty:

- Take accurate notes, logs items and documents, prepares records, has ability to respond to inquiries about dates, times, and events.
- Assists in post inventory and ordering supplies for the assigned work site.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Most of the work assignments are performed under close and direct supervision of an enlisted officer. As experience is gained beyond the trainee stage, more independent will be attained.

17. Describe the types of decisions that require the supervisor's review.

Anything related to policy or criminal activity.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

May lift heavy boxes or other items, change vehicle tires, handle evidence, otherwise many duties are routine post activities.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?
Clerical, light lifting and moving, answering phones, and responding to questions and other related tasks.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
New Position.

25. What is the function of the work area and how does this position fit into that function?
The work site area is a police function, providing law enforcement services to a specific region and the cadet position will assist the department members in fulfilling their mission.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:
Possession of a high school diploma or GED Certificate.

EXPERIENCE:
State Police Cadet 4
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:
Some knowledge of terminology and subject matter in the area of law enforcement work to be performed; ability to operate equipment used in work at the post; ability to gather information; ability to operate a motor vehicle; ability to function as a member of a team; ability to communicate effectively verbally and in writing; ability to read and understand law and procedures; ability to remain alert and perceive details and changes in surroundings; ability to perform the essential tasks of a State Police Trooper as identified by the Department of State Police, Civil Service Commission, and the Michigan Commission On Law Enforcement Standards (M.C.O.L.E.S).

CERTIFICATES, LICENSES, REGISTRATIONS:
As detailed on job specification.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.
None

I certify that the entries on these pages are accurate and complete.

RENELL GOERGE

Appointing Authority

5/15/2023

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

MATTHEW MOLENHOUSE

Employee

Date