

**CITY OF SOUTHFIELD
TRAINING OPPORTUNITY**

This announcement is providing only a brief description of this training opportunity. Additional information will be available during the Orientation.

CLASSIFICATION: 911 Emergency Communications Cadet **SALARY:** \$10.00 - \$12.00 per hour
Southfield Police Department **HOURS:** Full Time (40 hours per week)

ENTRANCE REQUIREMENTS

- Must be a U.S. citizen and be at least 18 years of age at the time of application
- Must possess a high school diploma or equivalent (G.E.D.)
- Must be able to meet the State of Michigan Emergency 9-1-1 Service Standards of Training
- Must be able to perform the essential functions of the training activity as required by the Southfield Police Department Communications Center with or without accommodation, including operation of telephones, computers, radios, and other equipment.
- Must possess a valid Michigan driver's license and a good driving record as determined by the City's Driving Standards.
- Must have no felony convictions and no record of serious misdemeanor convictions.
- Must pass a written examination, an oral interview, a background investigation, a psychological examination, a medical examination including a drug screen, as part of the selection process.
- Must be willing to familiarize himself/herself with, and abide by all departmental rules and policies, City ordinances, and State and Federal laws.

DESCRIPTION AND TRAINING

City of Southfield 911 Emergency Communications Cadet program is a **training program** which provides men and women an opportunity to obtain valuable training designed to give the Cadet a well-rounded exposure to and appreciation of the functions performed by the Public Safety Dispatchers of the City of Southfield. Cadets will perform work tasks in a learning and training role under direct supervision with detailed instruction. Cadets will operate various equipment on a daily basis including telephones, radios, and computers.

All Emergency Communications Cadets are required to attend a 9-1-1 Dispatch Academy (to be paid for by the City of Southfield). Cadets must maintain an overall grade point of "C" or better.

The Southfield Police 911 Emergency Communications Cadet Program is used as an applicant pool for hiring entry level probationary Public Safety Dispatchers. However, participation in the Cadet Program does not guarantee employment in a full-time Public Safety Dispatcher position with the City of Southfield. Members of the Program will be considered "At Will" members of the Southfield Police Department, and continued participation will be at the sole discretion of the City of Southfield.

The selection process will include a review of the applicant's qualifications, driving record and criminal history check, written examination, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Public Safety applications may be downloaded from the City's website at www.cityofsouthfield.com

This is a continuous recruitment and will remain open until such time as there are sufficient applicants to meet the City's hiring needs. Interviews are ongoing. Therefore, interested persons should take action promptly. Candidates will be notified of each step in the process by e-mail.

Selected candidates will be subject to an extensive background investigation, and must successfully pass a post-offer psychological evaluation and physical exam prior to employment.

Applicants **must** maintain all minimum requirements while waiting for consideration for employment. Names of the successful candidates will remain eligible for consideration for one year.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORK PLACE

vr DATED: December 5, 2017



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.