**GENERAL DESCRIPTION**

The Deputy Cadet supports professional and commissioned personnel working at the Thurston County Sheriff’s Office, including assisting deputies as requested in non-emergency situations, transporting arrestees to jails, guarding arrestees at medical facilities, writing reports of some not-in-progress misdemeanor violations including found and lost property, and performing special assignments as directed by management. The Deputy Cadet is not a commissioned law enforcement officer and does not carry a firearm.

**ESSENTIAL JOB FUNCTIONS**

Responds to non-emergency calls for service including, but not limited to parking

complaints, traffic complaints, assisting commissioned officers with collisions requiring traffic control, lost and found property, public service requests, and other calls for service as approved by the on-duty supervisor.

Conducts and documents non-emergent and non-criminal investigations, following proper policy, protocols and using appropriate investigative techniques that have no suspect information and/or imminent leads to follow up on.

Provides administrative support as requested to all divisions and staff within the agency.

Assists commissioned staff with investigations support as needed, to include, but not limited to creating flyers, bulletins, etc.

Completes pre-booking process of prisoners as needed for various correctional

facilities.

Transports prisoners or citizens as requested by the shift supervisor.

Responsible for standing by with prisoners who have been transported to the

hospital from the field.

Assists the Evidence Unit as needed.

Assists with abandoned vehicles and processes them for removal as directed.

Responsible for completing impound reports.

Assists officers with traffic-related matters including traffic collisions and removing blocking and non-blocking disabled vehicles from the roadway.

Documents and processes lost and found property.

Sets up speed monitoring devices at various locations.

Participates in community events and is a resource for citizen engagement. Hands out literature, prizes, and promotional items and provides education and information to attendees.

Testifies in court as required.

Prepares, maintains, and updates files, reports, and other records related to assigned duties.

Participates in special projects and/or assignments as directed by the Supervisor.

Responds to citizen questions as needed.

Performs other related duties as assigned.

Regular and reliable attendance at the physical workspace is required.

**DISTINGUISHING FEATURES**

The Deputy Cadet.

**WORKING CONDITIONS**

Work is performed both in an office setting and in the field. Shift work is required and includes rotating day, swing, and graveyard shifts, weekends, holidays, and overtime as required. May be exposed to a variety of weather conditions and physical hazards. Frequent travel to and from work sites in the geographic region is required. Walking on slopes and/or over rough and/or uneven terrain or surfaces, exposure to loud noises, and work performed on busy streets, with traffic, and moving equipment is expected. May be exposed to emergency and/or disaster worksites. May work evenings, weekends, and holidays if needed to meet schedules, timelines, and respond to emergencies. May be required to carry a cellphone, equipment and/or other devices and respond to operating issues during after-work time, on weekends, or on holidays. May work alone and at times be exposed to angry/violent, unstable/upset and/or diseased individuals in unsafe environments, such as unclean residences.

**MINIMUM QUALIFICATIONS FOR RANKING ON THE ELIGIBILITY LIST**

* Minimum age of 18 years at time of appointment.
* High school diploma or GED.
* Pursuant to RCW 41.14.100, must be a US citizen or lawful permanent resident, able to speak, read, and write the English language.
* Acceptable scores on a Civil Service examination based on knowledge, skills, and abilities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

* Applicable federal and state laws; county ordinances; and policies, procedures, and regulations covering specific areas of assignment.
* Professional standards for business correspondence, writing, spelling, and grammar.
* Customer service standards and protocols.
* Principles of record keeping, records retention, records management, and file

maintenance.

* County roads, geographic locations, and physical addresses.
* Traffic and safety laws.

**Skill in:**

* Using sound judgement.
* Using effective written and verbal communication.
* Operating office equipment and software programs.
* Researching, organizing and compiling data.

**Ability to:**

* Successfully achieve WA State Patrol Law Access Certification II within the first month of date of hire.
* Successfully complete First aid/CPR and bloodborne pathogens card within six (6) months of date of hire.
* Successfully complete Self-defense techniques and training within the first six (6) months of date of hire.
* Navigate safely through the county; drive defensively and safely operate vehicles and equipment in routine and emergency situations.
* Analyze situations quickly and objectively recognize threats and potential dangers and determine the proper course of action.
* Work independently (including in the field) with minimal direction.
* Operate a computer keyboard and other computer-related hardware.
* Operate various law enforcement equipment such as handcuffs and radios.
* Maintain confidentiality of business records and other information.
* Provide excellent customer service in frequently stressful situations.
* Establish and maintain effective working relationships with co-workers and the general public in a professional and courteous manner.
* Apply basic self-defense techniques and administer first aid.
* Maintaining records and chain of evidence.
* Serve subpoenas.
* Lift, push, pull, and carry objects up to 50 lbs.

Draft 052623