



Job Opportunity!!

The **Los Angeles Port Police** is recruiting Cadets!

Job Title: Cadet

Job Description: Cadets are able to provide assistance in a variety of duties including administrative and operational assistance for the Port Police Division and the Port of Los Angeles community. Cadet duties include general office assistance, data collection and data entry, document preparation, developing and updating spreadsheets, minor systems support, trouble shooting, and computer inventory tracking, as well correspondence tracking and distribution. Cadets are required to wear uniforms on duty, which are provided by the department.

Minimum Job Requirements:

- ❖ Must have the legal right to work in the U.S.
- ❖ Must be enrolled in an accredited college or university (12 Quarter Units or 9 Semester Units)
- ❖ **Minimum** GPA of 2.5 Undergrad; 3.0 Grad Student
- ❖ May work up to 20 hours per week.
- ❖ Experience in Microsoft Word, Excel, PowerPoint, and Access highly desired
- ❖ Strong Communication & Interpersonal skills
- ❖ **Must be able to pass background** – Ethical, Honest, and Drug Free

Salary: Community college students, university freshmen, sophomores, and juniors earn **\$17.00/hour**. University seniors and graduate students earn **\$18.78/hour**.

There are many exciting benefits working alongside law enforcement officers:

Cadets receive on-the-job training and career development.

We work around your class schedule.

You get to meet amazing people!

Your Submission Must Include:

- ❖ Resume
- ❖ Cover Letter – Directed to Regina Grant, Office of the Chief of Police
- ❖ Unofficial Transcript with GPA and most current Class Schedule

Send your submissions and direct your questions to: amaldonado@portla.org
Phone (310) 732-3515