

Police Service Cadet

The Milford Police Department, an equal opportunity employer, is seeking qualified applicants for multiple part-time Police Service Cadet positions.

The primary responsibilities of this position include performing a variety of administrative, bookkeeping, clerical, and a variety of other functions in support of the daily operations of the Police Department. Police Service Cadets will also be responsible for providing timely and appropriate customer service, assisting in the maintenance and transport of Department vehicles and equipment, and assisting on-duty Police Officers as requested.



Minimum Qualifications

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

- A high school diploma, or equivalent, supplemented by additional college-level coursework or other related training.
- No prior experience required, but prior Police Department or customer service experience is preferred.
- Prior experience using Microsoft Office and other common office software, including Excel and Word.
- Excellent written and verbal communication skills.
- Valid State of Michigan Driver's License.
- Must possess, or be able to obtain basic CPR and First Aid certifications.

Wages and Schedule

These positions offer starting wages of \$14.50 per hour, based upon qualifications and prior experience. Work schedules available up to 24 hours per week, with a variety of shifts available.

To Apply

Please submit a cover letter, résumé, and completed Village of Milford Employment Application (available at www.villageofmilford.org/jobs).

Application materials should be submitted via postal mail or in person to the Village Clerk, 1100 Atlantic Street, Milford MI 48381.

Application materials will be accepted until positions are filled.

About the Department

The Milford Police Department serves a population of over 17,000 and an area of 36 square miles, covering both the Village of Milford and Milford Township. The Milford Police Department is a department within the Village of Milford government, but also serves the surrounding Milford Township.

Milford is a thriving community with a vibrant and active downtown and access to large state and regional parks and other recreational opportunities. In addition to the Village, the Township is home to the General Motors Proving Grounds, Kensington Metropark, Camp Dearborn, and several industrial and commercial developments. Milford is located approximately halfway between Detroit & Lansing, and is near both the I-96 and M-59 corridors.

www.milfordpolice.com