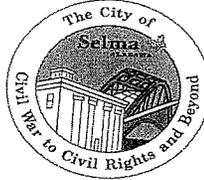


PLEASE POST ON EMPLOYEE BULLETIN BOARD



POSITION: Records Clerk

DEPARTMENT: Selma Police Department

HOURS: 8:00 A.M. to 4:00 P.M.

SALARY: \$16,494.40 annually

OPENING DATE: June 27, 2016 CLOSING DATE: July 11, 2016

**APPLY AT CITY HALL HUMAN RESOURCES DEPARTMENT, 222 BROAD STREET
OFFICE HOURS: MONDAY - FRIDAY, 8:30 A.M. TO 4:30 P.M.**

UNDER THE GENERAL SUPERVISION OF THE LIEUTENANT OF ADMINISTRATION AND INTERNAL AFFAIRS, THE EMPLOYEE ANSWERS THE TELEPHONE, DIRECTS CALLS OR TAKES MESSAGES, GREETs, ASSISTS VISITORS AND PROVIDES INFORMATION OR DIRECTS THEM TO THE APPROPRIATE PERSONNEL. TYPICAL DUTIES INCLUDE: PULLING GRAND JURY LIST FROM THE DA'S OFFICE; ACCESSING STATE E- CRASH INFORMATION; ACCESSING INCIDENT OFFICES REPORTS FROM AEGIS AND MOBILE CLIENT SYSTEM; COLLECTING FEES FOR FINGERPRINTING FOR BACKGROUND CHECKS; PERFORMING LOCAL BACKGROUND CHECKS; COMPLETING INCIDENCE REPORTS AND SUPPLEMENTS TO REPORTS; FILLING IN FOR FRONT DESK DURING SHORTAGES AND PERFORMING OTHER RELATED JOB DUTIES AS REQUIRED.

CREDENTIALS AND EXPERIENCE: HIGH SCHOOL DIPLOMA/GED AND PRIOR YEARS OF CLERICAL EXPERIENCE, INCLUDING FILING, RECORD-KEEPING AND DOCUMENT PRODUCTION. MICROSOFT, EXCEL AND THE ABILITY TO LEARN OTHER SOFTWARE ESSENTIAL. INDIVIDUAL MUST HAVE THE ABILITY TO COMMUNICATE IN THE ENGLISH LANGUAGE, IN WRITING AND OVER THE PHONE AND THE ABILITY TO WORK AS A MEMBER OF A TEAM. MUST BE WILLING TO WORK NON-STANDARD HOURS, WEEKENDS OR HOLIDAYS, IF REQUIRED.

THE CITY OF SELMA IS A DRUG FREE WORKPLACE