



JOB ANNOUNCEMENT

Police Records Clerk – Part Time

The City of Stayton is seeking a part-time Police Records Clerk. This position performs a variety of clerical duties in support of police activities, primary reception for the department, Records Management System processing, disseminating information to other agencies, routing calls for service, and compiling statistics. Provides receptionist, clerical, and administrative services for the Chief of Police.

EDUCATION / EXPERIENCE

- High School Diploma, GED or equivalent supplemented by additional training in office practices and/or criminal justice and over one-year general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Knowledge of general office procedures; ability to multi-task, operation of a variety of office equipment, including computers and related equipment; telephone etiquette; and Microsoft Office, specifically word processing and spreadsheets.
- Must have good judgment, communication, and interpersonal skills as demonstrated by past work history and interactions with others.
- Previous office experience within a law enforcement environment, specifically, knowledge of police records management systems and Federal and State reporting requirements preferred but not required.
- Possession of LEDS entry/update certification at time of appointment preferred but not required.
- Bilingual Spanish/English preferred but not required.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of LEDS entry/update certification within 90 days of appointment.
- Ability to pass Criminal Justice Information System clearance.
- Possess, and maintains in good standing, a valid Oregon driver's license.

Wages start at \$22.21 per hour depending on qualifications and experience.

To learn more, go to www.StaytonOregon.gov and visit the "EMPLOYMENT" section, where you can download the job description and application. Applications may be submitted via email to HR@staytonoregon.gov, or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

Open Until Thursday, August 15, 2024 at 5:00 p.m.

The City of Stayton is an Equal Opportunity Employer