



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Clerk Typist I (Records Section)</b>
<b>POSTING DATE:</b>	August 19, 2025
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Police/Records
<b>EMPLOYEE GROUP:</b>	TPOAM
<b>EMPLOYMENT STATUS:</b>	Regular, Full-Time
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>ASAP</b> <b>40 hours per week, Monday – Friday, 8:30 am – 4:30 pm.</b>
<b>PAY RATE:</b>	\$39,073 - \$44,551
<b>PREVIOUS WORK EXPERIENCE:</b>	General office and clerical experience required.
<b>EDUCATION:</b>	High School graduate or equivalent.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Proficient in the use of Microsoft Office applications. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Excellent communication skills for extensive contact with the public.
<b>BASIC RESPONSIBILITIES:</b>	Performs firearm purchase permits and research, firearm registration and statistics reporting, background research and report requests for outside agencies, alarm billing, warrant entry, data entry and tracking. Assist citizens at the counter with report copy requests, fingerprints, and record checks. Other included responsibilities: operation of office equipment, filing, etc. Work on special assignments as needed.
<b>HOW TO APPLY:</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit it online for consideration.

***EQUAL OPPORTUNITY EMPLOYER***