

## POLICE DEPARTMENT CLERK – PART TIME

Supervised by: Chief of Police

### General Summary:

This is a part-time position that requires an individual who is available to work at least two to three days per week. This position requires a person who is proficient with computer programs, able to work well with the public and be responsible for many clerical tasks involving court documents, tickets and matters of a confidential nature.

### Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Answering the telephone in a polite and professional manner. Being able to communicate clearly on the telephone by speaking in a succinct manner and making the determination of the call direction efficiently or passing on a concise message.
2. Assisting the general public with questions and provide direction in a polite and professional manner.
3. Processing various court documents such as traffic tickets, parking tickets, disposition notices, warrants and subpoenas.
4. Preparation and maintenance of a variety of correspondence, reports, records and warrant requests.
5. Attends trainings and meetings as needed.
6. Adhere to all rules and regulations regarding city, county, state and federal laws involving law enforcement programs and licensing.
7. Performs related work as required or assigned.

Desired Knowledge, Skills, Abilities and Minimum Qualifications:

The desired attributes listed below are representative of the knowledge, skills, abilities, and qualifications necessary to perform the essential functions of the position.

- Educational requirements include an associate degree from an accredited college or university OR
- Be a high school graduate or have successfully completed the General Education Development (GED) test AND have a minimum of one year clerical experience.
- Reasonable training in computers.
- Ability to type at least 35 words per minute.
- Ability to pass a criminal history background check.
- The selected candidate must take a post-offer medical examination (including a back screen and complete physical) and drug screening test given by an appointed physician before the first day of employment. An offer of employment is contingent upon the results of the medical examination and drug screening test.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. Normal or corrected vision is required.

The employee must lift and /or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The City of Roosevelt Park is currently accepting applications for the position of Police Departmental Clerk. This is a part-time position with no benefits and a wage of \$13.50 per hour.

To apply, submit a letter of interest, resume and a completed City of Roosevelt Park Application for Employment to: City Clerk, 900 Oakridge Road, Roosevelt Park, Michigan 49441. The job posting, job description and Application for Employment can be accessed at [www.rooseveltpark.org](http://www.rooseveltpark.org). Application materials may also be sent to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org)

This posting will close on Friday, July 22, 2022.