



City of Tuskegee
POSITION ANNOUNCEMENT

Date Posted: 12/16/2015

This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Records Clerk Department: Police
Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: N/A To: _____*
Standard Scheduled Hours: 8:00 am – 4:30 pm Days to be Worked: Monday – Friday Starting Pay Rate: \$18,000 annually

Position Description

General nature/purpose of work:

Enters departmental data into computer database for recordkeeping and reporting purposes. Sorts, copies, and distributes morning paperwork to designated personnel, including incident/offense reports. Performs clerical tasks such as running background checks, processing incoming and outgoing mail, typing statements, setting up files, or assisting with payroll. Interacts with general public in person and by telephone. Makes copies of police reports for departmental personnel, other divisions and the public. Assists police officers with preparation for court cases and/or follow-ups; assists personnel as directed. Checks reports for accuracy and completeness and sends to designated state agencies.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Credentials & Experience:

- Applicant must possess a High School diploma or equivalent
- Must possess and maintain a valid Alabama driver's license
- Training and/or experience in law enforcement, computer technology, secretarial skills are desirable
- If considered for hire applicant must also pass a background check and drug/alcohol screening

Credentials & Experience:

Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

Date of Announcement: December 16, 2015 Closing Date for Applicants: December 30, 2015

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Records Clerk, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov