Current Job Opening: June 12 –June 26, 2014

POLICE DEPARTMENT – CLERK

PART-TIME / NO BENEFITS

Pay Range: $16- $20 per hour depending on experience

CLASSIFICATION: Exempt

REPRESENTATION: Non-Represented

**Class Summary**

Under the direction of the chief of police or his designee, where standard practice enables the employee to proceed alone on regular duties, referring questionable cases to supervisor or others.

**Duties and Responsibilities**

(*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform*)

1. Performs general reception duties for the Police Department.
2. Operate a variety of office equipment.
3. Performs data entry, filing, and general office duties.
4. Obtains and maintains LEDS certification.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

**Qualifications**

* High School diploma or equivalent.
* Prior customer service experience.
* Preference for prior law enforcement support experience, LEDS training, or other similar work history.
* Preference for fluent Spanish speaking applicants.
* Preference for data-entry experience.

**Work Environment**

Professional office setting, with occasional duties outside or at public functions. Confidentiality a high priority. Frequent public contact by phone and in person.

HOW TO APPLY: An application and letter of interest submitted to Molalla Police Dept, Attn: Ronda Stone, PO Box 248, Molalla, OR, 97038. This job posting will close June 26, 2014 at 4pm (NO POSTMARKS).