



## TITUSVILLE POLICE DEPARTMENT

### **JOB ANNOUNCEMENT POLICE CLERK**

The City of Titusville Police Department will be accepting applications for a Police Clerk from January 7, 2022 to January 31, 2022.

This is secretarial work of moderate complexity and high confidentiality. Employee reports to the Chief of Police. The clerk will work with all levels of Police Department employees as well as other City employees. This position will perform a wide variety of specialized clerical duties in support of the Police Department including processing and maintaining documents, correspondence and coding reports; and to provide information and assistance to the public in a courteous and confidential manner.

#### **GENERAL DESCRIPTION:**

- Hourly Rate: \$15.00, 30 hours per week. No benefits.
- FSLA Status: Non-exempt

#### **QUALIFICATIONS:**

- High school diploma or GED; graduate of a secretarial/business school preferred.
- English language, excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.

#### **JOB RESPONSIBILITIES:** *but not limited to*

- Compile, enter record and file a wide variety of police records, reports, etc.
- Answer non-emergency phone calls.
- Maintain the department's warrant and parking ticket system.
- Assist the department personnel and public in person and by the phone.
- Create memos, letters, statistical reports, etc.

**APPLICATIONS MAY BE PICKED UP AT THE CITY MANAGER'S OFFICE (107 N. FRANKLIN STREET, TITUSVILLE, PA 16354 OR ON THE CITY'S WEBSITE [WWW.CITYOFTITUSVILLEPA.GOV](http://WWW.CITYOFTITUSVILLEPA.GOV)**