

PART-TIME POLICE RECORDS CLERK

Part-Time 24 Hours per week, Monday-Wednesday, 8-5pm (1-hour lunch), at the Town of Dallas Police Department. This position pays \$17.57 per hour. Part-Time Records Clerk will assist in maintaining the records filing system and/or database used to manage, access and preserve electronic and paper records of criminal justice activities. Will assist in providing clear and accurate information to the public and other departments and also perform other clerical duties assisting officers with information and answering the phone. Will edit and enter all cards in police database. Assist in routing and distributing electronic and paper court subpoenas for officers. Process and receive payments for requests for police, crash and arrest reports, and public information requests. Distribute incoming mail and answer incoming calls. Performs other related duties as assigned. Must have knowledge of record management principles, practices and methods. Knowledge of City, State, and Federal laws, codes and regulations governing Police records management. Knowledge of personal computers, hardware and software. Knowledge of modern office practices and techniques. Knowledge of Police department policies and procedures. Knowledge of obtaining the geographic layout of the Town and location of streets, landmarks, and important buildings. Skill in applying Police records management laws, rules, and regulations. Skill in effective oral and written communication. Skill in accurate data at a desirable speed. Ability to establish and maintain effective working relations with the public, department staff, and other Town employees. Ability to speak clearly and distinctly. Ability to maintain confidential information. Must be able to perform the basic life operational functions of reaching, walking, pushing, pulling, lifting, talking, hearing, and perform repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force. Graduation from a high school or equivalent and considerable office knowledge and skills or an equivalent combination of education and experience. Certification or ability to obtain certification by the State of North Carolina as a DCI operator within three months of employment and maintain certification. Certification or ability to obtain certification in CJLEADS and maintain certification.

Applications may be obtained at the Town of Dallas Administrative Offices located at 210 N. Holland St., Dallas, NC 28034 or from the Town's website www.dallasnc.net. All applications should be sent to 210 N. Holland St., Dallas, NC 28034 or emailed to jobs@dallasnc.net.