

Suffield Police Department
Posted: September 8, 2016

Position: Police Department Records Clerk
Application Period Ends: September 22, 2016

The Town of Suffield is seeking interested applicants to apply for the position of Police Department Records Clerk. Starting salary is \$46,883 including a generous benefits package.

General Statement of Duties

- Provides customer service
- Oversees the police department records room and records function
- Supports the Administrative Assistant to the Superintendent of Police Services
- Completes other assignments as directed

Supervision Received

Works under the immediate supervision of the Superintendent of Police Services or his authorized agent(s) as delegated

Supervision Exercised

None

Examples of Duties

- Maintains and processes accident reports, incidents, investigations, arrests, infractions, warrants, evidence transmittals, court transmittals, property reports and other related records.
- Reviews and monitors work submitted to the records division for accuracy, policy compliance and adherence to the law
- Makes clerical entries, indexing, filing, and does related work as required
- Processes FOIA and Public Information requests
- Attends meetings, hearings, and legal proceedings as required
- Processes pistol permit applications
- Oversees the public fingerprinting function

Minimum Qualifications

- (2) Two years of practical professional experience in records management, public administration or high level office administration.
- Ability to speak clearly and to use proper English
- Ability to meet and deal with the public in a professional manner
- Ability to operate computers and telecommunications systems
- Must have clerical aptitude, ability to keep records
- Ability to follow written/oral instructions
- **Must pass pre-employment process and six month probationary period**
- Must become and maintain NCIC, COLLECT, AFIS, UCR, NIBRS, Notary Public and other designations as required.

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Physical Requirements

- Applicants must have reached their eighteenth birthday
- Must have agility and endurance and be free from any disease or disability which adversely affects job performance
- Normal vision and hearing correctly are required
- A physical including a drug screen, background check, and psychological examination will be required

Citizenship and Character

Candidates must be citizens of the United States, of good moral character with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony. This position requires a successful completion of a probationary period.

How to Apply

This position is available immediately. Qualified applicants, please submit letter of interest, completed employment application and resume by the above listed deadline date. Applications can be found on the town web page under Human Resources. Mail completed application to: The Town of Suffield, Attention Human Resources Department, 230C Mountain Road, Suffield, CT 06030 or by e-mail to kziemba@suffieldtownhall.com

The Town of Suffield is an equal opportunity employer m/f/d/v

** the above posting is intended as a guide and is not a complete description of the position or process.*