

# City of Kelso Employment Opportunity

## Police Records Specialist/Property Clerk

(Salary: \$2,804 - \$3,505 per month)

Full-time/ Kelso Police Association Represented

EXCELLENT BENEFITS PACKAGE

Application Deadline: Friday, January 13, 2017 5:00pm – First Review (open until filled)

### ***Job Description attached***

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Police Records Specialist/Property Clerk in the Police Department. This position reports to the Records Supervisor along with the Police Captain and is responsible for operating and maintaining the law enforcement records division of the Kelso Police Department. Under general supervision, the position performs a variety of tasks relating to police records keeping, customer service, computer data entry, information quality control, and clerical duties.

This position requires frequent contact in person and by telephone with the general public, other City departments and staff, a variety of vendors, staff from other governmental, law enforcement, and regulatory agencies. The position incumbent works primarily in an office setting with some duties being performed in the field. Must be able to manage multiple objectives and at times conflicting priorities. Movement within and without the office is essential.

Requires a High School Diploma or GED. Two (2) years general office experience preferably law enforcement related.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software, general office equipment, type 40 words per minute, and obtain the "ACCESS" computer training certification within six (6) months of hire.

Application packets and a complete job description can be obtained through Patty Murray at (360) 577-3347.

Please submit a signed application, resume, and cover letter to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to [employment@kelso.gov](mailto:employment@kelso.gov) by January 13, 2017.

Kelso is an Equal Opportunity Employer.