



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
POLICE RECORDS CLERK

Pay Grade: 51 Pay Range: \$15.41 to \$21.57 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for overtime)

Qualifications: Education and/or experience equivalent to three (3) years full time office support or closely related work involving confidential records. Must obtain ACJIS (ACIC/NCIC) Arizona Criminal Justice Information System (Arizona Crime Information Center/National Crime Information Center) certification within six (6) months of hire.

Special Requirements: Must be able to work 8 1/2 -hour shift work (1/2 hour for lunch), including weekends and holidays. Applicant of choice must reside within 45 regular driving minutes from work.

Tasks: Assist general public, department personnel and representatives from other agencies in obtaining police related information; provide copies of police reports to citizens, insurance companies, lawyers, city prosecutor, county attorney, victim witness, etc.;

Knowledges: Acquire knowledge of: departmental rules, regulations and applicable federal, state and local laws and ordinances related to police records; principles, practices and requirements associated with the collection, storage, and destruction of criminal records.

Skills in: applying judgment in the release of confidential information; following complex oral and written instructions, policies and procedures; establishing and maintaining effective working relationships with other law enforcement agencies, criminal justice staff and the public;

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Application must be received by 5:00 p.m. June 16, 2010.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
Phone: 928-777-1315 928-777-1347 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213
Email: personnel@cityofprescott.net Visit our website at www.cityofprescott.net
EEO/M/F/V/H/D/NSE Posted: June 9, 2010

Michael Kabbel
Police Chief

Jolaine Jackson
Human Resources Director

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.