

# City of Kelso Employment Opportunity

## Part Time Police Records Specialist

(Salary: \$ 15.00 per hour/ 69.0 per month)

Application Deadline: Wednesday, August 21, 2019 5:00p.m. – First review (open until filled)

### **Job Description attached.**

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Part Time Police Records Specialist 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. 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 from an accredited school. 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 certificate within six (6) months of hire. Strong organizational skills and customer service values are required.

Application packets and a complete job description can be obtained through the City's website: <http://www.kelso.gov/departments-services/employment-opportunities>.

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 5:00 p.m., Wednesday, August 21, 2019.

(open until filled)

Kelso is an Equal Opportunity Employer.