

GOSHEN TOWNSHIP
Job Description
For
Temporary part-time Police Clerk

Hiring Range:	\$15 per hour plus OPERS contributions	Classification: Unclassified
Reports to:	Chief of Police	FLSA: Non-Exempt
Posted:		Department: Police
Working Hours:	24 hours per week	Status:
Temporary/Part-time	9:00 AM to 5:30 PM	

This is a temporary part-time position anticipated to last approximately six months; healthcare, sick time and vacation time are not provided. This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. The incumbent performs daily work projects related to supporting the Police Department and providing customer service in all aspects of Township government and Police operations. The incumbent will be under the general supervision from the Chief of Police.

ESSENTIAL FUNCTIONS:

Responsible for inputting data and retrieving information from the police records management system, processing records requests, receiving court papers and relaying information on arrested or incarcerated persons.

Dispatching service requests

Completing various clerical and administrative duties as assigned and for the support of the Police department as requested.

Assigned duties for effective overall functioning of the front office for the Police department.

Lead customer service provider by answering phones and assisting callers, greeting and assisting visitors; including forwarding calls or individuals to the appropriate personnel and/or agency

Ensure department cleanliness and neatness in common areas including but not limited to: trash removal, sweeping, wiping down of countertops and windows.

Perform and be responsible for such other duties and activities as assigned by the Chief of Police.

QUALIFICATIONS / MINIMUM REQUIREMENTS:

18 years of age or older with a valid driver's license.

High school diploma or equivalent

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must have a friendly demeanor when dealing with the public and co-workers.

Effective typing, reading, writing skills, excellent grammar, spelling, and sentence structure required.

Advanced knowledge of Microsoft Office software, specifically Microsoft Word and Excel is needed.

Must be able to effectively complete research projects, problem solve, and possess exceptional customer service skills.

Ability to use computers, computer software, and/or applications

Disclaimer:

This job description does not constitute an employment agreement between the employer and the employee. This job description is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ Date: _____

Authorized by: _____ Date: _____

10/2017