



Town of Mooresville

Recruitment Announcement

February 4, 2010

Position: Records Clerk
Department: Police Department
Salary Range: \$26,837 - \$41,971
Application Deadline: February 18, 2010

Description:

The employee in this position will be responsible for receiving, sorting and entering a variety of records and reports into the law enforcement computer system including incident reports, supplemental reports, pawn tickets, arrest sheets, juvenile custody sheets, accident reports, warrants, property sheets, officer reports and other reports; files and retrieves these records as necessary and required; handles information confidentially and in accordance with laws and operating procedures. Must have working knowledge of the law enforcement records, reports and requirements; working knowledge of standard office equipment and procedures including data base and word processing computer applications; ability to input data in computer based on federal and state guidelines or internal procedures; ability to plan and organize work, files and records for easy retrieval; ability to communicate effectively in oral and written forms; ability to develop and maintain effective working relationships with law enforcement officers and staff, other law enforcement agencies and the general public; ability to meet deadlines and work standards which may be performed under stress; ability to handle confidential information and records appropriately; ability to type and perform data entry with appropriate speed and accuracy and to proof own work.

Minimum Requirements:

Graduation from high school and previous experience in police records..

Hours:

8:00AM – 5PM week-days

Other Information:

DCI Certification required.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer