

OPEN POSITION

Police Clerk – Full-Time Delhi Township, OH

Date Posted: February 27, 2019

Deadline to Apply: Until Filled

Applications will be reviewed as received.

Job Title: Police Clerk

Position Type: Full-Time

Job Location: Police Headquarters
934 Neeb Road

Salary: \$19.00 - \$23.00 per hour
Dependent on qualifications.

Hours: Monday – Friday 2:00pm – 10:30pm
Must be able to train during dayshift.

Population: 29,510

Delhi Township is accepting applications for the position of Police Clerk. The Police Clerk works under the direct supervision of the Manager of Support Services and will work closely with the Chief of Police, police officers, police support staff, Township employees, and other agencies in and around Hamilton County. The Police Clerk must obtain and maintain Regional Crime Information Center (RCIC) certification.

Clerical position that serves the police patrol function. Must be able to prepare correspondence and perform data entry into Records Management System and other various computers. Responsible for answering the telephone and providing information based on considerable knowledge of programs and activities, or referring callers to appropriate personnel. Must be professional and have the ability to greet citizens, visitors, customers, and answer queries or direct them to the proper personnel. Responsible for performing two-way communications with officers; issuing, recording, updating, and collecting fees for permits issued by the department; and maintaining receipt book for fees collected. This position requires performance of complex clerical work requiring independent judgement and maintaining confidential information. This position serves as a liaison between the courts and Police Department, along with other agencies in and around Hamilton County.

Knowledge of law enforcement office practices and procedures preferred. Must have the ability to interact with the public in a professional manner under stressful situations. Must be able to work with minimal supervision.

How to Apply:

Submit a cover letter, resume, and an employment application to the HR Manager. Applications will be reviewed as they are received. Application and full job description can be downloaded from the Delhi Township website at www.delhi.oh.us.



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO