



City of Des Moines

POLICE DEPARTMENT
21900 11TH AVENUE SOUTH
DES MOINES, WASHINGTON 98198-6319
(206) 878-3301 FAX: (206) 870-7626



Des Moines Police Department
City of Des Moines, Washington

RECORDS SPECIALIST

Regular, Full-Time

Salary: \$3,448/mo. + Benefits

To Apply: Submit City Application and \$15 Administrative Fee in person or by mail only no later than 4:00 p.m. on April 25, 2014, to:

City of Des Moines
Attn: Vicki Sheckler
21630 11th Ave. So., Suite C
Des Moines, WA 98198

Mailed Applications must be postmarked no later than 4:00 p.m. on April 25, 2014. Faxed or emailed Applications will NOT be accepted for this position.

The Des Moines Police Department is currently establishing an Eligibility List for Records Specialist. Applicants must be a minimum of 18 years of age, pass exams as mandated by the Civil Service Commission and the Des Moines Police Department, including extensive background check and polygraph test, and meet the additional minimum requirements below at the time of application. Shift work is mandatory. For full job description contact the Des Moines Civil Service Commission at (206) 870-4595.