

The **City of Ellensburg** (located in Kittitas County) is accepting applications for Police Records Supervisor. Salary: \$3,564-\$4,752/month (FLSA exempt) + benefits. Closing Date: August 19, 2014. The person in this position will perform routine & administrative duties assisting command staff in department operation; assist in budget preparation and administration; review, process, and accurately enter dept. payroll; manage clerical/records functions at Ellensburg Police Department. AA degree or equiv. from college or technical school & 2-4 years related experience or equivalent combination. Ability to obtain NCIC certification; working knowledge of computers, word processing software, SPILLMAN software; modern office practices & procedures; knowledge of accounting principles and practices; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Applicants who submit a completed application by the closing date must compete in an exam. For more information on the position and on the test date and time please visit our website at www.ci.ellensburg.wa.us or call (509) 962-7220. EOE/M/F/D/V Employer.