

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: September 15, 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 please visit our website at www.ci.ellensburg.wa.us or call (509) 962-7220. EOE/M/F/D/V Employer.