

Employment Opportunity

The City of



**Records Clerk
Police Department**

SALARY RANGE: Hiring Range: \$3,796-\$4,122(Full Range: \$3,796-\$4,520) per month plus an excellent benefit package including medical, dental, vision, and life insurance, and retirement through the Department of Retirement Systems and an optional matching deferred compensation program.

SUCCESSFUL CANDIDATE: The City is recruiting for the position of Records Clerk to assist the Records Division of the Police Department. The successful candidate will have strong customer service skills and is able to work well with a variety of personalities and deadlines.

DESCRIPTION Performs a variety of routine technical administrative work in support of the police department and its operations.

APPLICATION DEADLINE: First review **November 17, 2016**. To assure consideration in the first review, please submit requested materials no later than on November 16, 2016 at 5:00p.m.

TO APPLY: Please submit letter of interest and application form (*required*) to: Human Resources. A copy of the City's employment application can be found online at: www.ci.bonney-lake.wa.us. Email application materials and/or questions to: hr@ci.bonney-lake.wa.us.

DESIRED QUALIFICATIONS: **Education and Experience:** Graduation from a standard high school, vocational school or equivalency; and one (1) year experience with office/clerical work. Valid Washington State Driver's License or ability to obtain one within one (1) month of hire and a driving record acceptable to the City's insurance. Must successfully complete an oral and written exam established by the Civil Service Commission; consent to an investigation of background and driving and police record prior to employment and meet the standards in those areas. In addition, following a job offer, must satisfactorily pass a polygraph examination and any other required testing. **Necessary Knowledge, Skills and Abilities:** Knowledge of general office operations; knowledge of business English spelling, grammar and punctuation; knowledge of records maintenance and storage; knowledge of laws and policies related to release of information; knowledge of law enforcement profession sufficient to perform the full scope of responsibilities listed above. Ability to handle sensitive and confidential information and clients in an appropriate and discreet manner; ability to complete routine forms and records; ability to establish and maintain appropriate filing systems; ability to file alpha and numerically; ability to establish and maintain effective working relationships with the general public, coworkers, supervisors, vendors, visitors, contractors, and city officials; ability to understand and follow oral and written instructions; ability to effectively communicate orally and writing; ability to review reports for accuracy and transcribe handwritten notes and recordings; ability to work independently; ability to comprehend the basic principles and techniques applied by officers in crime prevention, investigation, apprehension, rules of evidence and other aspects of law enforcement relevant to this position. *Please see the job description for a full review of the position.*

First Review: November 17, 2016

**City of Bonney Lake Core Values: Professionalism, Service,
Accountability, Respect, Integrity & Teamwork**

We are a team of dedicated professionals who respect our community and one another.

We serve the public need with integrity, and will be held accountable for our actions.

The City of Bonney Lake is an Equal Opportunity Employer
9002 Main St E., Suite 125 • PO Box 7380 • Bonney Lake, WA 98391 • Ph: (253) 862-8602 • Fax: (253) 862-8538
In accordance with State law, the City of Bonney Lake has a policy of limiting smoking in the workplace.