

City of Union Gap

OPEN RECRUITMENT POSITION POSTING

Police Clerk

A Completed Application is required to be considered

This position organizes and coordinates office functions, activities and communications; assures efficient work flow and office operations; performs miscellaneous secretarial tasks, answers and screens phone calls, relays messages and provides answers when necessary. This position may be assigned special assignments in Records Specialist; Reception and or Evidence responsibilities. See the official job description for additional specific information, education and experience requirements.

****See Job Description for Additional Information & Requirements****

Position Opens: Tuesday October 9, 2012 at 1:00 PM

Position Closes: Wednesday October 24th, 2012 @ 4:00 PM