

Police Records Clerk/Dispatcher II – City of Camas PD - \$3211-3835/monthly

The Camas Police Department is seeking a Police Records Clerk/Dispatcher II. The individual selected for this position will perform a variety of administrative and clerical support functions within the police department including record keeping, emergency dispatching, data entry, file maintenance, answering phones and responding to the general public, direct telephone calls and serve as the first point of contact for citizens seeking services or information. A written test will take place beginning at 9:00am, May 18, location TBA. Applicants MUST be able to attend. Applicants will receive a letter after the closing date with more details. Follow-up interviews will take place the first week of June. **A City application and a non-refundable \$20 testing materials fee must be received by the application deadline to be considered for the position.** Application materials and complete job description available online at <http://www.cityofcamas.us/index.php/jobshome> DEADLINE MAY 8, 2013

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job. The City of Camas is an equal opportunity employer.

Position posted April 22, 2013