Police Records Clerk/Dispatcher II
$3211-3835/monthly plus benefits

Applications must be received by 5pm, Friday, July 12

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, directing telephone calls and serving as the first point of contact for citizens seeking services or information. The position is full time, Monday-Friday from 8am-5pm and is a member of the CPEA bargaining unit.

The position requires two years of of clerical or administrative support experience related to law enforcement or government records. Please be sure you meet this criteria as outlined on the job description or you will not be invited to test and will not be considered for the position. In addition, the preferred candidate will possess the following attributes: excellent customer service skills, good verbal and written communication skills, excellent computer skills, demonstrated organizational and decision making skills, ability to work with all sectors of the community - public, private, business, schools, and citizens, flexibility to work non-standard hours as needed, and the ability to work under the stresses and emotional strains of law enforcement.

IMPORTANT TESTING INFORMATION

- A written test will take place at 9:00am, July 27, location TBA.
- Applicants MUST be able to attend the test if invited after applications are screened for qualifications.
- There is a required $20 testing materials fee which will be collected the day of the test.
- More information on the testing process will be sent to applicants selected to advance.
- Follow-up interviews will take place the week of July 29-August 2.
- Final candidates must be able to pass an extensive background check and polygraph.

Application materials should be turned in to the Human Resources Office at 616 NE 4th Avenue in Camas by the 5pm, July 12 deadline.

Application materials and complete job description available online at http://www.cityofcamas.us/index.php/jobshome

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 June 20, 2013