



Police Clerk

Full Time | Non-Exempt

The City of Powell is seeking a dependable, detail-oriented Police Clerk to support the daily records and administrative operations of the Police Department. This position works with officers, courts, public agencies, the media, and community members while maintaining accurate records and handling confidential information with sound judgment and discretion.

Hours	Starting Salary
Monday through Friday, 8:00 am to 4:30 pm	\$21.00 to \$28.00 per hour <i>Commensurate with experience and qualifications</i>

What You Will Do

- Maintain police records and files; update arrest and crash reports; and process traffic tickets, parking violations, false alarms, preventative patrol notices, liability releases, and related incidents.
- Verify information for accuracy and completeness, enter data into departmental systems, and prepare statistical, analytical, and administrative reports.
- Assist the public by telephone, email, and in person; respond to questions and public records requests in accordance with department procedures and applicable law.
- Coordinate information with courts, officers, the 911 call center, the Liberty Township Fire Department, contractors, and other agencies.
- Prepare court and public records materials, including case photos, videos, audio transcriptions, case-closed letters, protection-order files, court dispositions, and sealed-case records.
- Provide services such as fingerprinting, peddler permits, bicycle registrations, notary services, alarm permits, house watches, department tours, and general information.
- Collect fees and reconcile accounts; order and track uniforms, equipment, printing, and office supplies; and maintain records in accordance with the retention schedule.
- Provide clerical support to department administration and investigative staff and assist with CALEA accreditation.

What Will Help You Succeed

- Strong organization, accurate typing, proofreading, and recordkeeping skills, with the ability to manage priorities and work independently.

- Basic knowledge of municipal law enforcement or criminal justice operations, or the ability to learn these practices on the job.
- Ability to learn and effectively use specialized law enforcement, records-management, evidence-management, and other department computer software applications.
- Ability and willingness to learn and proficiently use video and audio redaction software and related digital evidence tools for public records, court, and investigative purposes.
- High school diploma or equivalent.
- One to three years of progressively responsible experience in a police department, other public agency, or security firm, or an equivalent combination of education and experience.
- Possession of, or ability to obtain, an Ohio Notary Public commission.

Benefits

- Medical, dental, vision, and prescription coverage for employees and eligible dependents, effective on day one (1) of employment.
- The City contributes a significant portion of the deductible to the employee's HSA account.
- Paid Time Off: 13 paid holidays, sick leave, and vacation leave. Prior service credit is applied when calculating vacation accrual.
- Retention incentive pay after 4 years of continuous service.
- Life insurance and accidental death & dismemberment coverage at one (1) times annual earnings (up to \$100,000) provided at no cost.
- Participation in the Ohio Public Employees Retirement System (OPERS).

How to Apply

Review the complete job description and application on the City of Powell Employment Opportunities website at <https://www.cityofpowell.us/About-Us/Careers>.

Submit your resume to the Human Resources Department at jnahvi@cityofpowell.us.

The City of Powell is an Equal Opportunity Employer