

**City of Stafford
Police Department
2702 South Main Street
Stafford, Texas 77477-5599
281-261-3950**

Position: Part Time Records Clerk

Department / Division: Stafford Police Department / Communications and Records

Salary: \$14.00 per hour

Submit Application to: Lt. Pete Alvarado

Posting Date: May 9, 2017

Deadline: May 19, 2017

Key Job Responsibilities:

- Operates computer system and accurately inputs data into in-house system.
- Operates telephones, including transferring calls to proper area and personnel. Speaks in a courteous manner while communicating with callers.
- Greet and Assist Public
- Track Data and Invoicing as needed.
- Reads and comprehends manuals and instructions.
- Comprehend and follow verbal instructions.
- Operates fax and copier machines.
- Creates and maintains information logs as required.
- Accurately completes all paperwork in an understandable manner.
- Understand and maintain files as required.
- Follow established procedures.
- Reads, understands, and complies with all security and safety procedures.

Knowledge / Skills:

Must be proficient in composition, grammar, spelling, and general writing skills. Ability to do multiple functions in work environment. Organizational skills a must. Must be able to work varying hours. Must be able to work alone and with groups.

Minimum Qualifications:

- High school graduate or GED.
- Computer experience with Windows based programs.
- Must be able to work a variety of hours, holidays, and weekends as needed.
- Must be able to pass a background investigation, physical and drug testing.
- Subject to recall.

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.