

**Job Announcement
Duluth Police Department**

POLICE RECORDS TECHNICIAN

*Part-time, 20 hours per week
Specific Days and Hours to be determined*

The City of Duluth, Georgia (pop. 26,600) is accepting applications for the position of part-time, 20 hours per week, **POLICE RECORDS TECHNICIAN** in the Police Department. Pay rate is \$15.09 per hour (Grade 16/Step 01), no fringe benefits.

This position is responsible for providing clerical and record-keeping support to the Police Department. This position involves general office skills including keyboarding and computer data entry; providing customer service, collecting fees; and processing, maintaining, retrieving and disseminating information and documents to the staff and to customers at the window.

The individual should possess office or clerical experience and must have a high school diploma or state-issued GED. Previous experience in office and/or clerical jobs is desirable, but not required. Must have moderate keyboarding/computer skills and be able to work individually and in a team.

All applicants are subject to an extensive background investigation, including drug testing.

Contact Major Woodruff at dwoodruff@duluthpd.com or by phone at 678-512-3705 with any questions.

Applications are available at the Police Department (address below) and on-line at www.duluthga.net/jobs. Completed applications must be mailed to:

Major Don Woodruff.
Duluth Police Department
3276 Buford Highway
Duluth, GA 30096-3577

Posting Date: 11-16-2017; open until filled, may be closed at any time without notice

The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law, unless mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.