****

**Part-Time Police Records Clerk/Dispatcher II**

**$23.26-25.56/hour starting rate**

**20 hours/week; Monday-Thursday 8am-1pm**

**Applications must be received by 5pm, Monday, July 8.**

The Camas Police Department is seeking a Part-Time 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 eligible for pro-rated benefits and is represented by the Camas Public Employees’ Association bargaining unit.

The ideal candidate shall possess education equivalent to the completion of the twelfth grade supplemented by training in applicable computer software, administrative skills or other specialized area of assignment and two years of clerical or administrative support experience related to law enforcement or government records. Please be sure you meet this criteria.

The successful candidate must have the ability to pass state and federal background checks for security clearance including a polygraph examination.

In addition, the preferred candidate will possess the following attributes: excellent customer service skills, good verbal and written communication skills, excellent intermediate level 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.

Application materials should be turned in to the Administrative Services Office at 616 NE 4th Avenue in Camas by the 5pm, July 8 deadline.

Application materials and complete job description available online at <http://www.cityofcamas.us/jobs>

**Candidates must submit a City application to be considered for the position. Cover letters, resumes and other application materials may be submitted with the application.**