



PART-TIME POLICE RECORDS CLERK/DISPATCHER II
\$24.35-26.75/hour starting rate (maximum rate \$29.16)
24 hours/week; schedule TBD

Open until filled
First review of applications: Monday, January 10

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 public, directing telephone calls and serving as the first point of contact for citizens seeking services or information. This position also assists the department with community outreach programs. 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
- Two years of clerical or administrative support experience related to law enforcement or government records (required)

The hiring process will include testing on administrative functions applicable to the position. 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.

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.

To apply click [here](#). All application materials must be attached when the application is submitted.

If you require a paper application, please contact Leisha at lcopsey@cityofcamas.us or 360-817-7014.

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.

Posted December 20, 2021.