PART-TIME RECORDS CLERK

Hours: 8:00 a.m. to 12:00 p.m., Monday through Friday

Compensation: $19.00 per hour

Closing Date: Until position is filled

Distinguishing Characteristics
Under the general supervision of the City of Groton Police Department Administrative Sergeant, the Part-Time Records Clerk provides clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing and record keeping. The individual must maintain a high level of confidentiality.

Examples of Essential Duties
Performs work in accordance with applicable Federal and State safety regulations and maintains conformance with the rules, regulations, policies, procedures and operations directives of the City of Groton Police Department.

Necessary Knowledge, Skills and Abilities
- ➢ A work history that shows punctual, regular and consistent attendance is required.
- ➢ A demonstrated working proficiency with personal computers, copy machines, facsimile machines and typewriter and software applications, e.g., the Microsoft Office suite including Word, Excel, Access, PowerPoint and Publisher.
- ➢ Ability to handle multiple tasks and meet deadlines.
- ➢ Ability to remain calm during stressful situations.
- ➢ Possess a pleasant personality for dealing with co-workers, superiors, and members of the public.
- ➢ Efficient work habits and accuracy required.

Physical Demands
The employee must occasionally lift and/or move up to thirty (30) pounds.

Work Environment
The noise level in the work environment is usually moderate.

Application Procedure
Applications are accepted through the www.policeapp.com website. The position description can be downloaded at www.cityofgroton.com. **Incomplete or late application will not be accepted.** Applications will be accepted until the position is filled. The City of Groton reserves the right to extend the closing date for the submission of applications without additional notice or to re-advertise the position.
AA/EOE