

**JOB ANNOUNCEMENT
STATION CLERK
EASTERN ADAMS REGIONAL POLICE DEPARTMENT**

Eastern Adams Regional Police Commission is seeking applicants for the position of Station Clerk to the Chief of Police for the Eastern Adams Regional Police Department. Applicants must possess excellent communication skills, computer skills, personnel and human resource experience, and must have the ability to make operational and support decisions under routine and emergency situations.

The Station Clerk will assist the Chief with maintaining a dissemination log Accident/ Incident/ Daily Patrol Logs; tabulate and coordinate monthly activity which generates a report submitted to Chief and Police Commission Members. Maintain and prepare statistical reports from the Records Management System, crime, labor hours, vehicle mileage etc. Maintain and prepare statistical traffic reports. Coordinate and communicate to all officers all District and County Court Hearings and Notices, respond to requests for accident/incident reports and collect fees for copies. Maintain police department activity records for all traffic and non-traffic citations, post District Court receipts, police warnings, vacation notices. Perform a variety of department tasks as requested by the Chief of Police in carrying out administrative duties.

Hours: 20-25 hours per week
Salary: Negotiable based on experience
Benefits Package: not available

General Job Requirements:

- Graduation from high school at a minimum, with graduation from a two-year accredited college preferred
- Must have thorough knowledge and experience with computer hardware and software applications, especially Excel
- Should have knowledge of criminal justice and local law enforcement system
- Must have skills in typing, communicating, and coordinating information and work tasks
- Must be able to perform essential job functions
- Must successfully complete background examination
- Must have five (5) years related business experience
- Must possess a current, valid Pennsylvania Drivers License

Resumes may be mailed to:

Eastern Adams Regional Police Commission
110 North Berlin Avenue
New Oxford, PA 17350

Or emailed to: FStaab@earpd.org

Closing date for resumes is 4:00 pm, Oct 12, 2018.

Eastern Adams Regional Police Department is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, marital status, race, color, creed, national origin, political affiliation, religion or disability.