CITY OF
FLORIDA CITY
GATEWAY TO THE FLORIDA KEYS AND THE EVERGLADES

POLICE DEPARTMENT RECORDS CLERK (hourly; non-exempt)

Full-time (40 hours per week; M-F 8:30-5:30pm)

Essential Job Functions:

The Records Clerk position requires the ability to use discretion with confidential information; to perform a variety of clerical and administrative tasks in support of the Police Department, including but not limited to, entering and updating offense and accident reports, filing, typing and preparing public records requests. Answer incoming non-emergency calls and maintaining accurate accounts of all reports. You will be working with the public, at times in a stressful and high volume environment that requires the ability to remain calm, think clearly, use good judgment, and have clear, understandable speaking skills.

Minimum Requirements:

High School Diploma or GED required; General knowledge of office procedures such as filing and records maintenance; excellent typing skills; excellent computer skills in Microsoft Office and other computer processing applications; ability to read, interpret and apply operating manuals and other reference materials.

Must speak English; ability to exercise good judgment and make sound decisions; ability to effectively communicate with citizens; Must be able to pass background and drug screening. Must be able to sit for long periods with breaks.

Police Department applicants must complete all requirements established by the City of Florida City for employment. This may include, but not limited to, a written examination, typing test, polygraph examination, comprehensive background investigation, and drug/alcohol screening test.

Bilingual- English/Spanish preferred.

$14.50 per hour

EOE/DFWP

MUST SUBMIT POLICE DEPT. APPLICATION (available at Police Dept. or http://www.floridacityfl.net/Police_Application.pdf) for consideration.

Submit Police Department application in person or via U.S. mail:

Human Resources Department
404 West Palm Drive
Florida City, Fl 33034

DATE OF POSTING: 12/14/2020

DATE OF CLOSING: open until filled