

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: MARCH 13, 2017
REMOVAL DATE: MARCH 24, 2017

POSITION: POLICE RECORDS CLERK (6491) (TESTED)
DEPARTMENT: POLICE SERVICES
SALARY: (RANGE 7) MIN.: \$36,637 Annualized
HOURS: 40 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK

This is highly responsible and specialized clerical work within the Records Room and Property Room of the Department of Police Service. Work involves the performance of duties which require attention to detail and accuracy in filing and recording information. Work is performed independently under general supervision. Performance is reviewed by the Unit Supervisor, who along with other supervisory personnel available to answer questions or resolve problems. There is extensive communication with the public, city agencies, and police employees utilizing computers and telephones.

MINIMUM REQUIREMENTS:

Graduation from standard high school and 1 - 3 years office experience; or any equivalent combination of training and experience which provides the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Ability to learn operational procedures; Ability to perform tasks consistent with learned procedures.; Ability to communicate calmly, effectively and courteously with the public as well as others within the law enforcement profession; Ability to write clearly and legibly; Ability to work rotating shifts; Ability to carry out oral and written instructions correctly; Ability to type and file information accurately; Ability to check and be responsible for own work; Ability to keep all matters confidential.

NECESSARY SPECIAL REQUIREMENTS:

Must obtain and maintain COLLECT certification throughout employment.

This position is included in a collective bargaining agreement with Local 884, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 884 bargaining unit position will be required to obtain union membership at the completion of 120 working days.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 120 working-day probationary period.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.