

City of Johnstown
Position Posting
Police Records Clerk

The City of Johnstown is accepting applications for the position of Police Records Clerk within the Police Department. The position performs skilled and routine tasks in the preparation and maintenance of police records, data entry, answering telephones, dealing with the public in a professional manner, sustain confidentiality of all information, and monitoring prisoners and other duties as assigned. Applicants must be computer literate, have a through knowledge of modern office procedures and be able to deal tactfully and courteously with the public and to establish effective working relationships with other employees and supervisors. Applicant must be able to work night shift 11p-7:30a. A high school diploma or equivalent with experience and training which provide the required skills, ability and knowledge. The salary is \$12.36 per hour or \$25,709.00 per year annually plus standard City benefits package.

Applications may be picked up between 8:00am and 4:30pm starting 7-1-2021 in the City Manager's Office, Room 102, City Hall 401 Main Street, Johnstown, PA 15901. Completed applications must be returned to the City Manager's no later than 4:00pm on July 12th, 2021.

Preference is given to city residents and those willing to relocate within City limits.

The City of Johnstown is an Equal Opportunity Employer and encourages women and minorities to apply.