CITY OF HILLIARD
HUMAN RESOURCES DEPARTMENT
(614) 334-2431 - (614) 334-2345
(614) 334-2450
H.R. FAX: (614) 527-4164

JOB VACANCY ANNOUNCEMENT

Position/Classification Title:	Police Support Services Clerk
Department:	Division of Police
Hours of Work:	40 Hours per week
Work Schedule:	1st, 2nd or 3rd shift
Hourly Rate:	$18.477(Per Contract)
Filing Period:	Friday, August 7th through Monday, August 17, 2015

- Applicants meeting the minimum qualifications must complete an online application available on the City's webpage www.HilliardOhio.gov by Monday, August 17, 2015, 5:00 p.m.

GENERAL DESCRIPTION – NATURE OF WORK:

Under the general supervision of the Police Support Services Supervisor the Support Services Clerk is to provide quality customer service and assistance to members of the general public who enter assigned Police Division facilities; to provide support to police officers and other supporting police/federal agencies; to resolve customer issues when possible and appropriate; to refer customers to other department staff as necessary; and to perform a variety of duties relative to assigned areas of responsibility.
For more details refer to job description.

MINIMUM QUALIFICATIONS

Two years of responsible clerical and/or customer service experience. Experience with law enforcement agency is desirable. High School Diploma or (G.E.D.) equivalent certificate. Possession of, or ability to obtain, certification as a Notary Public. Possession of a valid State of Ohio Driver's license with an acceptable driving record. Knowledge of principles of filing and record keeping. Knowledge of proper English usage, spelling, grammar and punctuation. (Not all minimum qualifications listed refer to job description).

THE CITY OF HILLIARD IS AN EQUAL OPPORTUNITY EMPLOYER