

**TOWN OF BLOOMSBURG
POLICE CLERK PART-TIME
JOB DESCRIPTION**

Definition:

The Bloomsburg Police Department utilizes civilian personnel which report directly to the Chief of Police. The position of Police Clerk provides clerical and related support for the Police Department. The position of Police Clerk is non-union. The Police Clerk position hours are typically 4:00 p.m.-10:00 p.m. with schedule flexibility and additional hours required during large events occurring within the Town of Bloomsburg. Work hours and schedules may be changed at the discretion of the Chief of Police.

Description of Duties:

The Police Clerk responsibilities include but are not limited to the following:

1. Answering non-emergency telephone calls.
2. Logging incidents and complaints via phone and front desk.
3. Providing complaints to the shift's Officer in Charge.
4. Taking messages for officers.
5. Entering hearing/court notices in calendar and day sheet once received from District Justice.
6. Collection of parking meters.
7. Preparation of monthly reports for Council, citations, fuel report, reports issued and fees received.
8. Entry of reports as directed by records officer.
9. Entry of parking ticket information.
10. Mailing of delinquent parking notices.
11. Sorting daily mail to officers.
12. Communication with Emergency Communication Center.
13. Preparation of departmental bank deposits and cash currency control, including maintenance of departmental petty cash funds.
14. Perform clerical and typing work as required.
15. Screen calls for Chief of Police, Officers and departmental staff.
16. Deal with the public in a courteous, professional manner.
17. Other duties as determined by the Chief of Police and Staff.

Required Knowledge, Skills and Abilities:

Excellent written and oral communication skills necessary.
Financial and business skills required.
Demonstrated extensive computer knowledge in Microsoft Word and Excel
Thorough understanding of office support functions and the ability to multi-task.

Minimum Education and Experience:

High school diploma or the equivalent required.
Minimum of 1-3 years secretarial experience.
Ability to pass a criminal background check and pre-employment drug and alcohol testing.