



EMPLOYMENT OPPORTUNITY

Police Clerk

The City of Powell is seeking a highly organized and detail-oriented individual to join our Police Department as a Police Clerk. This position plays a critical role in maintaining the efficiency and effectiveness of our law enforcement operations by providing administrative and clerical support. The ideal candidate will possess excellent communication skills, a strong sense of confidentiality, and the ability to work effectively in a fast-paced environment.

Work involves updating offense, incident, and crash reports; verifying and cross-checking information and ensuring accuracy and completeness; preparing periodic statistical reports and analytical reports; answering phones, responding to email, and assisting the public with questions, complaints, and inquiries; preparing and sending cases and videos to court and for public records requests.

Qualifications for this position include at least 1 to 3 years of progressively responsible experience in a police department or other public agency or security firm. Possession of, or ability to obtain, an Ohio Notary Public certification required.

The salary range for this position is \$21.43 – \$28.72 an hour (negotiable depending on experience) and includes an attractive benefits package including paying into Ohio Public Employees Retirement System, vacation/personal time/sick leave, and health insurance effective day one of employment.

Work schedule is Monday through Friday from 8:00 am to 5:00 pm.

Interested candidates are required to submit a cover letter resume outlining their qualifications and experience to: Jason Nahvi, HR Manager by email at jnahvi@cityofpowell.us.

A complete job description and application form are available on the City's website at www.cityofpowell.us.

The City of Powell is an equal opportunity employer and encourages applications from all qualified individuals.