

EDMONSTON POLICE DEPARTMENT
POLICE CLERK
SALARY \$30,000.00 per year

APPLICATION FILING PERIOD: Open until filled

The Edmonston Police Department is seeking to hire a person for the position of Police Clerk. This is a full time position; this person will work 40 hours a week, Monday through Friday and must be able to occasionally work overtime and/or weekends. The duties of a Police Clerk include various clerical duties for the Edmonston Police Department. Duties include receiving payment of fines, providing vehicle releases, crime and traffic accident reports to the public, performing filing and record keeping duties, answering telephones, data processing, and operating other office equipment. The Police Clerk will also perform other duties that are assigned as needed.

Candidate must have excellent oral and written communication skills; as well as excellent interpersonal skills, and the ability to communicate with the general public in a courteous and even tempered manner. You must have STRONG customer service skills. You must meet the following requirements:

Must be at least 21 years of age

Must have a High School Diploma or GED

Must provide documents that you are legally allowed to work in the U.S. States and

Must successfully complete a background investigation.

How to apply:

Email Captain Billy Sullivan at bsullivan@edmonstonmd.gov. Captain Sullivan will email you an employment application. He can be contacted by phone at 301-699-8805.

The Town of Edmonston is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation.