

**Town of Del Norte
Police Department is seeking a:
Municipal Police Clerk**

SUMMARY:

Del Norte Police Department's Office is accepting applications for Municipal Police Clerk.

GENERAL STATEMENT OF DUTIES

- Performs a variety of tasks in the records/reception area of the police department, such as extracting information from police reports and entering data for crime analysis; enters and retrieves information from computer database; assists citizens at the front desk and through telephone contact; accepts crime and accident reports; provides general information; maintains files; and types correspondence;
- The person occupying this position is responsible for the operation of the Municipal Court Clerk of Del Norte. Performs administrative, clerical and accounting work in the Municipal Court/Police Department.
- Works independently with little direction.
- Additional duties may be assigned as well.
- Handle sensitive information requiring confidentiality.

QUALIFICATIONS: The position requires a high school diploma or a general education degree (GED). Position is subject to pre-employment tests. Qualified applicants must be 21 years of age. Colorado driver license required.

STARTING SALARY: \$14.57- \$15.65- per hour, DOE

APPLICATION DEADLINE: Until filled

Full Job Description available by calling Town Hall.

Please pick up and submit applications and resumes to or on-line at

www.delnorte1860outlook.com:

Town of Del Norte

P.O. Box 249

Del Norte, CO. 81132

719-657-2708