

## CITY OF MARINETTE POLICE DEPARTMENT

### RECORDS CLERK

The City of Marinette is seeking a highly organized, confidential individual for the position of Police Records Clerk. This position will consist of data entry and information processing, answering administrative telephone calls, perform customer service tasks, as well as being cross-trained on all the job functions of the other records clerks. Successful candidates will possess good interpersonal skills, know basic Microsoft Excel, be proficient in Microsoft Word & be able to type with high accuracy along with the ability to transcribe recorded dictation.

Selected candidate must possess HS diploma or equivalent and be able to pass a background check and drug screen. Prior clerical experience of one to two years required or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Salary is \$18.00 hr. with excellent fringe benefit package. Wisconsin residency required within 6 months of hire.

Application and complete job description are available on the City of Marinette web site or can be picked up in person at Marinette City Hall and must be received by 3:30 p.m. March 8, 2018 . Please mail, email or hand-deliver your cover letter, resume, application form and employment references to: Louise Stemper, City of Marinette Legal Department, 1950 Hall Ave., Marinette, WI 54143. 715-732-5150, [lstemper@marinette.wi.us](mailto:lstemper@marinette.wi.us).

The City of Marinette is an Equal Opportunity Employer