

## Law Enforcement Clerk Position

The Clayton Police Department is now hiring for the position of Records Clerk. Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

Job Type: Full time- Monday-Friday 8am-5pm

Salary: From \$16 per hour

### **Qualifications:**

High School Diploma or G.E.D.

Two years of Clerical experience

Proficient with Microsoft Office and Google Docs.

Some Knowledge of the Official Code of Georgia Annotated

Knowledge of the various jurisdictions in Rabun County

Knowledge of good English, grammar, punctuation, and spelling

Some Knowledge of the principles, practices, and procedures of the Criminal Justice System

Skill in maintaining one's personal and professional standards

Skill in documentation

Skill in operating standard office equipment

Skill in establishing and maintaining effective interpersonal relationships

Skill in maintaining confidentiality

### **Please email resumes to:**

Chief Andy Strait [astrait@cityofclaytonga.gov](mailto:astrait@cityofclaytonga.gov)

and

Asst. Chief John Grist [jgrist@cityofclaytonga.gov](mailto:jgrist@cityofclaytonga.gov)

### **Major Duties:**

Answers telephone and directs calls, takes messages, provides information to citizens on a variety of subjects.

Provides information and assistance to walk-in customers.

Accepts bond and fine payments including accepting credit cards, etc.

Monitors radio traffic for officer's status, communicates with officers by radio.

Makes file folders and files and retrieves folders from file cabinets.

Shreds sensitive documents.