

**City of Ferndale
Employment Opportunity
Part Time Police Support Services**

Jurisdiction: City of Ferndale
Job Title: Police Support Services I
Employment Type: Part Time
Salary Range: \$20.12 – \$24.02 per hour, DOE
Close Date: Open Until Filled. First Review of Applications May 20, 2019

REPORTS TO: Police Support Services Supervisor	DEPARTMENT: Police	CLASSIFICATION: Non-Exempt Union – Teamsters
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JOB SUMMARY:

Police Support Services I is responsible for a variety of administrative clerical tasks including correspondence, making travel arrangements, and processing purchase orders. This is a part-time position of under 20 hours per week. Hours of work negotiable

Salary Range \$20.12 - \$24.02 per hour, depending on experience

ESSENTIAL FUNCTIONS:

1. Provides support to staff by handling various tasks in order to ensure positive and productive interactions and results.
2. Processes travel arrangements for staff who are attending training out of town.
3. Issues purchase orders for the Department and tracks expenditures.
4. Prepare month-end reports; compiles statistical data.
5. Assists with Department's employee applications and hiring process.
6. At times may be required to compose and produce business letters or other correspondence.
7. Assists with special projects.
8. Other administrative duties as assigned

WORK ENVIRONMENT:

Work is performed indoors in a Police Department.

EXPERIENCE AND TRAINING REQUIREMENTS:

1. This position requires a high school diploma or GED and a minimum of two years of experience in a clerical function. Experience in criminal justice field is preferred but not mandatory.
2. Proficient with various computer software programs including MS Office suite; typical office equipment; keyboarding skills.
3. Knowledge of business English including composition, spelling, grammar, punctuation and letter format.

4. Must become certified in Washington State Patrol ACCESS Level II within 6 months of hire.
5. Ability to maintain confidentiality and security of information.

NECESSARY SPECIAL REQUIREMENTS:

1. A valid Washington State driver's license and a safe driving record.
2. Criminal convictions: Felony convictions are disqualifying. Misdemeanor arrests and/or convictions will be reviewed on a case by case basis.
3. Physical ability to perform essential functions of the job.
4. May be required to successfully complete polygraph examination, psychological evaluation, and credit checks.