

NOTICE TO THE PUBLIC

JOB POSTING

Police Clerk

Posted: 04/28/2022
End Date: Until Filled

The City of Monroe is now accepting applications for the position of Police Clerk. This position is responsible for assisting with the clerical functions of the Police Department. Duties include greeting the public, primarily answers three phone lines, receives and screens all incoming phone calls, receives all payments for fines and fees, serves as first line of customer service for those citizens in the lobby. Work is performed according to established policies and procedures; therefore, a Police Clerk must be able to exercise sound judgment. Work requires tactful, conscientiousness, effective and efficient performance of duties with minimum supervision.

Qualified applicants must:

- Have a high school diploma or GED required – Associate's degree or equivalent preferred.
- Have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 years of age.
- Must have no convictions of a felony or sufficient misdemeanors to establish a pattern of disregard for the law; no convictions for felony or misdemeanor while employed; honorable discharge from the US Military; successful completion of department's applicant selection process.
- Must have the ability to read, understand, and abide by City of Monroe and City of Monroe Police Department's Personnel Policy and Standard Operating Procedures or their functional equivalent.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$29,770 to \$37,212. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.