



**POSITION:** Police Clerk  
**DEPARTMENT:** Police Department  
**JOB TYPE:** Full-time  
**SALARY:** \$18hr - \$28hr  
**POSTED:** 08/04/2023  
**CLOSING DATE/TIME:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications & Experience:**

- High school diploma or GED required; Associate’s Degree from an accredited college or university with major course work in Criminal Justice, Business Administration, or related field preferred
- Possession of or ability to readily obtain a valid driver’s license
- Possession of or ability to readily obtain & maintain GCIC Operator Entry Certification
- At least 18 years of age
- No felony convictions or sufficient misdemeanors to establish a pattern of disregard for the law; no felony or misdemeanor convictions while employed
- Successful passing of a Law Enforcement style background investigation, to include Voice Stress Test & psychological examination

**Skills & Abilities:**

- Ability to read, understand, & abide by City of Monroe & City of Monroe Police Department’s Personnel Policy & Standard Operating Procedures or their functional equivalent
- Ability to read and understand law enforcement handbooks, logs, maps, & other informational documentation
- Ability to effectively communicate with co-workers and the general public
- Supervision skills
- Operation of computer and accompanying software

**The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**



\*Applications are also available at & may be returned to City Hall, 215 N Broad St, 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.