



## JOB POSTING

### Full – Time Police Clerk

Hamilton Township (*population of 24,000+*) seeks to hire one (1) Police Clerk.

#### HAMILTON TOWNSHIP ADMINISTRATION

Joe Walker – Trustee  
David Wallace – Trustee  
James D. Hunter – Fiscal Officer

7780 South State Route 48  
Hamilton Township, Ohio 45039

Phone: (513) 683-8520  
Fax: (513) 683-4325

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**Administrator**  
Raymond Warrick

**Emergency Services**  
Brian Reese

**Human Resources**  
Kellie Krieger

**Maintenance / Road / Park Dept.**  
Kenny Hickey

**Police Department**  
Scott Hughes

**Purchasing**  
Ellen Horman

**Zoning Department**  
Michelle Tegtmeier

**Position Description:** The Police Clerk reports to the Chief of Police and assist in a diverse range of administrative tasks. The main role of the Police Clerk is to assist the general public with request received via phone, mail or in-person. The Police Clerk must exercise initiative, independence and mature judgement in performing assigned routine activities associated with collecting data and information, performing calculations, maintaining accurate records, following up on given issues, and other related task. The position operates in a police environment; different from a regular office environment. Individuals are key in maintaining calm and order in potentially negative and chaotic situations. The individual is responsible for accurate officer activity data entry, potential for handling “life or death” situations and telephone calls, involved in conflict resolution both internal and external to the department, as well as keeping a calm demeanor when patience may be tested by others.

**Minimum Qualifications:** High School or GED equivalent, (College Preferred); Valid Ohio Driver’s License with a clean driving record, BCI clearance, Notary Public certification (desired, but not required), LEADS certification (must be obtained within 60 days of employment), ability to be bonded and basic knowledge of computer operations, specifically MS-Office Suite

**Work Schedule:** The hours for this position are based on 4 – 10 hour days

**Pay Rate:** As determined by the 2017 Hamilton Township FOP, OLC Contract.

**Selection Process:** After a review of applications and resumes, finalists will be selected. If you are selected as a finalist, you must be willing to allow the following tests be done in order to commence work:

1. Oral Board / Panel Interview(s)
  - a. Which may include an assessment center
2. Thorough Background Investigation
3. Polygraph Testing
4. Psychological Testing
5. Employment Physical
6. Alcohol & Drug Testing

Hamilton Township is an Equal Opportunity Employer

**To Apply:** Applicants must complete a Hamilton Township application. Return the completed application, a current resume, a copy of your valid Ohio Driver’s License, and any other pertinent certifications to the Human Resources office. The deadline to apply is December 9, 2016 at 12 noon.

For a detailed profile of the position please contact the Human Resources Office at (513) 683-8520 or Chief Scott Hughes at 513-683-0538.