



Job Title: Police Records Clerk  
Starting Pay: \$9.3503/hr  
Department: Police Services

08/11/2016  
REV 10/01/2016

### **JOB SUMMARY:**

Performs specialized clerical work that involves receiving, filing, maintaining, and releasing of records related to criminal justice activities. Work involves heavy phone usage, computer work, and front counter assistance to officers, the public, and other City staff. Duties include performing background and warrant checks, retrieving police and traffic reports, issuing alarm permits and advising customers of City rules and procedures regarding oversize vehicles and alarm systems. Information retrieved and released must be accurate and related only to authorized personnel. Performs other work related duties as assigned. Work is reviewed by the Police Records Manager.

### **QUALIFICATIONS:**

- Ability to communicate in English and Spanish preferred;
- Able to enter data or information into a terminal, PC, or other keyboard device.
- Able to work occasional evenings or weekends;
- High school diploma or GED; or six months related experience and/or training; or equivalent combination of education and experience.

### **PHYSICAL REQUIREMENTS:**

The employee is regularly required to sit, and use hands and fingers. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

### **BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550, City Website: [www.myharlingen.us](http://www.myharlingen.us)

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