



The City of Cottleville is accepting applications for a Police Department Record Clerk. The position is a part-time, job shared position, Monday through Friday, 9 a.m. to 5 p.m, 2 to 3 days per week.

The position requires confidentiality as the position has access to personal civilian information, criminal investigation information, extraneous information gleaned from discussion/conversation within the police department. Must have good inter-personal skills to deal with the public in person and on the telephone, the officers and other city employees outside the police department. Must have typing skill, the ability to input data and retrieve data from police report system software. Working knowledge of Omnigo Police Software, Microsoft Word and Microsoft Excel is a plus.

The preferred applicant would have prior police department Record Division experience but not required. Reliability to fulfill assigned office hours and flexibility setting working hours with the other part-time record clerk. Will have to pass a police record and background investigation.

Bi-weekly pay schedule at \$15.00 per hour.

Interested applicants should complete the "General Application for Employment" – on the City's website (not the "CPD Employment Application Packet") and submit to:

Steven James

Chief of Police

Cottleville Police Department

5490 Fifth Street

Cottleville, MO 63304