



EMPLOYMENT OPPORTUNITY

Job # 2010 - 17

POLICE SERVICES REPRESENTATIVE (Administrative)

Begin a rewarding new career at the City of Northglenn Police Department performing complex administrative and communication work in the Community Services/Records Section. Primary job duties include quality control, maintenance and dissemination of police reports. Responsible for entering information into the State and National crime computer systems and local databases. Accuracy, thoroughness and timeliness are critical aspects of the job. Provides extensive telephone and counter customer service. Duties include handling routine police matters such as interviewing citizens, writing crime reports and handling civil complaints.

Requires high school graduation plus one year of extensive public contact work. Equivalent combinations of education and experience will be considered. Prior computer experience, including data entry, highly desirable. The successful candidate will be required to pass a data entry test and complete a spelling, proofreading and prioritization assessment. Additionally, the candidate will be required to undergo a polygraph exam, comprehensive background investigation, and drug screen.

The Records Section of the Police Department operates on a 24-hour per day basis.

SHIFT WORK REQUIRED INCLUDING WEEKENDS AND HOLIDAYS.

The City of Northglenn offers an employee-friendly environment with competitive salaries, excellent benefits including health, dental, life and disability insurance, flexible spending accounts, retirement plans, education reimbursement, a commitment to training and wellness, and a generous paid time off package. Come join our team!

Starting Salary Range: \$33,234 - \$36,347/year plus excellent benefits.

Full Salary Range: \$33,234 \$44,352

Apply online at www.northglenn.org Internet access is available at the City of Northglenn, most public libraries, colleges and job service centers. For more information, visit our website, call 303-450-8761 or come to the Human Resources Division, 11701 Community Center Drive, Northglenn, CO 80233. On-line resumes will be accepted until Friday, February 19, 2010.

AN EO/ADA EMPLOYER