

Police Clerk – Part Time

Town of Hamburg Police Department

Status Part Time



Distinguishing Features of the Class:

The work involves clerical duties related to the reporting, filing, and researching of police records. Work is performed under the general supervision of a Senior Police Clerk and Police Clerk.

Typical Work Activities

- Process walk-in complaints and phone calls
- Maintain police records management system including arrest records, domestic reports, and accident reports
- Process court paperwork including warrants, subpoenas, and Orders of Protection
- Receive and process incoming mail and fax requests for background checks, arrest reports, and accident reports
- Prepare monthly statistical reports for the county and state
- Perform matron duties as required
- Prepare and distribute Discovery material to the District Attorney's Office
- Perform other related work as required

Minimum Qualifications:

Any combination of education and experience equivalent to graduation from high school or GED and some experience in general clerical and data entry work.

Additional Information:

Any offer of appointment will be contingent upon the candidate having successfully completed a background check.

Interested candidates should submit a cover letter and resume to the address below by: **Friday, April 22, 2022.**

Town of Hamburg-Police Department

Attn: Chief Kevin Trask

6100 South Park Avenue

Hamburg, NY 14075