

Police Records Clerk

The Chester-Blandford Police Department is seeking a part-time Records Clerk for approximately 15-19 hours a week. This position will require travel between both police stations with a primary office in Chester.

The Records Clerk is responsible for the following, as well as other tasks similar to these:

- Answering phone calls
- Speaking with the public to assist with records requests, firearms licensing applicants, and assist with various questions
- Filing paperwork, including payroll, billing, and requests from command staff
- Typing memos or other reports
- Scheduling appointments
- Attending meetings
- Maintaining service call logs
- Development of electronic filing of police paperwork

The Records Clerk should be sufficient in Microsoft Excel, Windows programs, Google Docs and should be comfortable learning new programs utilized by the police department.

Applications will be accepted until the position is filled. The salary for the position is \$22.00 per hour @ 15-19 hours weekly. Hours are flexible, but typically Monday through Friday during the day. Candidates must be able to pass a background check.

The Town of Chester is an equal opportunity employer. All applications can be delivered to the police department at 15 Middlefield Rd. Chester, MA 01011 or emailed to pdchief@townofchester.net.