

Police Clerical Assistant - Part Time

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Indianola, IA, USA \$ 17.141 Hourly Part Time

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Do you want to be part of a growing community? The Indianola Police Department is currently hiring a Nightshift Police Clerical Assistant!

The City of Indianola is currently welcoming applications for the position of Police Clerical Assistant.

The City of Indianola, IA (pop. 15,833) is a growing community with a historic downtown, located approximately 15 minutes south of Des Moines. It is a safe community with Midwestern values, friendly people and excellent schools. Indianola, which is home to Simpson College, the world-renowned Des Moines Metro Opera and the National Balloon Museum and U.S. Ballooning Hall of Fame, is known for its excellent access to outdoor activities, a nice trail system, five major parks and two golf courses. The community welcomes thousands of visitors annually who come to Indianola to enjoy major events such as the National Balloon Classic, Bike Night, the Warren County Fair and other events.

This position is responsible for a number of tasks, including, but not limited to:

- Responds to inquiries from the public by telephone or in person and makes referrals to the appropriate personnel.
- Files/initiates all cases through EDMS (Electronic Document Management System) to Iowa Courts.
- Prepares fingerprint cards from arrests and forwards to FBI and DCI.
- Operate the Iowa/NCIC statewide computer system certification required.
- Research and compile information for officers regarding arrest histories, stolen and/or recovered property, etc.
- Prepare and require of individual, proper information and identification for release of papers, if impounded vehicles.

The successful candidate will have:

- High school diploma or GED
- Preferably 2 years experience as a clerical assistant in a public, police or office environment setting
- Considerable knowledge of grammar, spelling and punctuation
- Considerable knowledge of Microsoft Office applications, including Microsoft Word

Please click the link to view the full job description.

The hourly rate for this position starts at \$17.141/hour. Job hours available are Sun 4pm-11pm, Tues 4pm-11pm, Fri 12am-6am, Sat 12am-6am. Must be available for training 3:00pm to 11:00pm for approximately 1-3 months. Willing to be able to work other shifts as needed once trained. Willing to work holidays that fall in shift except Thanksgiving Day and Christmas Day; office is open for all other holidays.

Employment is contingent upon successful completion of a post-offer drug screening and background check. Position is open until filled.

The City of Indianola is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need any accommodations during the selection process because of a disability, please notify the Human Resources department at (515) 961-9410 and we will provide appropriate accommodations.