



Accepting applications for:

**Police Records Technician**

Administrative Services

Police Department

**Application deadline: Tuesday, October 11, 2022**

Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

One permanent full time position available

Full salary range: \$46,883.20 – \$60,299.20

Hours: Monday – Friday, 8:30am – 5:00pm

**Job summary:**

Under general direction, reviews, classifies and prepares Police reports for entry into the computer system. Answers phone and assists general public and other departments with Police information.

**Minimum qualifications:**

High school diploma or equivalent required. One year of experience in computers and general office work required. National crime information center certification required within six months of hire. Must pass criminal background check.

**Preferred qualifications:**

Associate degree or two years of college from an educational institution accredited by a DOE recognized accreditation body preferred. Three years of additional training beyond high school in clerical work preferred.

**More information:**

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at [www.icgov.org/jobs](http://www.icgov.org/jobs) under Job Descriptions.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: September 20, 2022

