CITY OF IOWA CITY

Accepting applications for:

Police Records Technician
Administrative Services
Police Department

Application deadline: Thursday, May 9, 2024
Visit www.icgov.org/jobs to apply online

One permanent full time position available
Wage: $47,819.20 – $61,505.60 (starting wage contingent upon experience)
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 education or G.E.D. and seven to twelve months of related experience or training; or equivalent combination of education and experience. Experience in computer systems and general office work. National Crime Information Center Certification. Must pass criminal background check.

Preferred qualifications:
High school diploma or G.E.D. and one year of related experience or training; or equivalent combination of education and experience.

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 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: April 18, 2024