



Accepting applications for:

Hourly Police Records Clerk

Police Support Services Division / Police Department

Application Deadline: Friday, October 9, 2026

Visit www.icgov.org/jobs to apply online

Wage: \$15.00 per hour

Variable hours up to 25 hours per week

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

Job Summary:

Assists Police Officers in locating information and general computer questions. Refers unanswered questions and complaints to appropriate parties. Classifies and prepares information for entry in the Records Management System (RMS). Enters local incident data and portions of IBR incident data into the RMS System, reviews and verifies accuracy of information proficiently. Ability to import CFS from CAD system to create record in RMS, and to properly scan case file paperwork to that incident. Performs all other related duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other:

High school graduate or equivalent required. One year of experience in office environment including data entry and handling of confidential information required. Basic computer knowledge required. Must pass criminal background check.

More Information:

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program.

Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

