

POLICE CLERK

The City of Springdale Police Department is accepting applications for the full-time position of Police Clerk. Qualified candidates will:

- Be able to work effectively under pressure and deadlines
- Be able to learn and operate a variety of computer software programs
- Be willing to work rotating shifts
- Have ability to maintain the integrity of confidential information
- Be at least eighteen (18) years of age and eligible for employment in the U.S.
- Possess a high school diploma or G.E.D. equivalent
- Possess a valid driver's license

The pay range for this position is \$22.12 to \$31.12 per hour with a comprehensive benefits package to include: vacation pay; holiday pay; sick leave accrual; state pension (OPERS); life insurance; health, dental, and vision insurance with a health savings account; longevity pay; employee assistance program; and Community Center membership.

Visit the [City of Springdale](http://www.cityofspringdale.org) website for full details of the hiring process and job description.

Application packets are available for download on the [Employment Opportunities](#) page of the City of Springdale website or by scanning the QR code below. Completed application packets may be submitted via email to human-resources@springdaleohio.gov or in person at the Springdale Municipal Building between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.



This position is open until filled.

Springdale is an Equal Opportunity Employer