



**CITY OF MOULTRIE
JOB ANNOUNCEMENT**

Please Post for all Employees to Read

Position: Records Clerk

Department: Police

Starting Salary: \$29,120

Salary based on Qualification and Experience

General Nature of Work:

Computer data entry from written reports, radio logs from 911 center and image scanning of reports into computer system(s); answers telephone, records information received by telephone, and routing calls; operates GCIC terminal, including data entry/retrieval; monitors radio console, provides customer service to the public and receives bond/fine payments.

Training and Experience:

Must be a high school graduate or equivalent with some experience in general office work with training in computer terminal operations; must be able to attain Notary Public Certification and Georgia Crime Information Center Terminal Operation Certification and must possess a valid driver's license.

If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest. Applications will be accepted until position is filled.