

Molalla Police Department



Chief of Police Rod Lucich

PO Box 248
117 N. Molalla Ave.
Molalla, OR 97038

503-829-8817 ph
503-829-3461 fax
www.cityofmolalla.com

JOB ANNOUNCEMENT

RECORDS/PROPERTY SPECIALIST

(Part-Time / Exempt / Represented)

Salary: \$19.97 to \$22.76 / hourly salary range (110 hrs a month max)

Opens: March 1, 2018

Closes: Until filled

Apply to: Molalla Police Department

Attn: Ronda Lee
PO Box 248
Molalla, OR 97038

(503) 829-8817 phone
(503) 829-3461 fax
rlee@molallapolice.com

REQUIREMENTS: To be considered, candidates must be free of any acts that would adversely reflect on his or her fitness to perform their duties as a Records Specialist. Must be of good moral character and understand that any acts that reflect dishonesty, deceit, or misrepresentation adversely reflects on their fitness to perform their duties as a Molalla Police Department employee.

Candidates must be at least 18 years of age and have as a minimum a high school diploma or G.E.D. equivalent. Candidates must be able to get LEDS certification within 60 days of hire. To get a LEDS certification, you must not have been convicted of a felony. Candidates will be required to successfully pass a criminal background check after receiving a conditional job offer. Ideal candidates will be individuals who have a proven track record of being honest, objective, hard-working, able to communicate effectively, and are customer service oriented. Excellent computer skills, along with experience and knowledge of records management and property/evidence room management system is strongly desired.

APPLICATION MATERIALS: A completed Police Department application (City of Molalla applications not accepted) must be received by 4:00 PM on March 30, 2018 for the application to be considered. Electronic copies are accepted with a signature. Application materials can be picked up at Molalla Police Dept, 117 N Molalla Ave, downloaded from <http://www.cityofmolalla.com/police/page/employment-application-police-dept> or requested by mail by calling Ronda Lee at (503) 829-8817 or rlee@molallapolice.com.

SELECTION & NOTIFICATION PROCESS: Candidates selected for further consideration will be scheduled for an interview at a later time.

EQUAL OPPORTUNITY EMPLOYER: The City of Molalla is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Molalla provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact Ronda Lee at (503) 829-8817, rlee@molallapolice.com.