



**CITY OF RIDGEFIELD**  
Invites applications for the position of:

## **POLICE CLERK**

An Equal Opportunity Employer

---

**SALARY RANGE:** \$24.95 – 32.86/Hour

**CLOSING DATE:** First Review of Applications June 23, 2021. *Open Until Filled.*

**POSITION DESCRIPTION:**

The City is seeking candidates who can work well on a team under general supervision of the Police Chief. The general responsibilities include:

Performing support duties necessary to the efficient operations of the Ridgefield Police Department such as assisting citizens who call or come into the station, composing a variety of correspondence and reports, responding to public records requests, working with the court and the prosecutor's office, and use of specialized law enforcement computer programs.

City employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; show consistent adherence to strong moral and ethical principles; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; strive to be efficient and to find creative and innovative ways to do business; and, consistently provide quality service.

Police Clerk is a full time, regular, non-exempt position. The position is covered by the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

**EMPLOYEE BENEFITS**

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield. Other benefits include long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

**QUALIFICATION REQUIREMENTS**

*Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.*

The City is seeking an experienced and professional Police Clerk with:

1. An associate's degree or equivalent from a technical school;
2. Two years related experience involving significant interaction with the general public; experience in law enforcement or public agency;

3. Skilled in the operation of various office equipment; oral and written communication; record keeping; correct usage of grammar, spelling, punctuation and vocabulary; maintaining records and preparing reports; and
4. Ability to handle sensitive and graphic information in a discreet and confidential manner; and
5. Working knowledge of State NIBRS reporting, ACCESS and Power DMS is a plus.

Qualified candidates will be invited to participate in selection activities that may include an interview and/or assessment. References will be contacted only following candidate approval. The final candidate will be required to successfully complete a comprehensive law enforcement background investigation which includes reference checking and a criminal background check.

**HOW TO APPLY:**

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

More information about the Ridgefield Police Department and job opportunities are available on the City's website at [www.ridgefieldwa.us](http://www.ridgefieldwa.us) or by calling Human Resources at 360-887-3557.

*This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.*