

POLICE RECORDS CLERK
CITY OF NEWPORT
SALARY RANGE \$2,614 - \$3,544 PER MONTH

Performs clerical/administrative duties in support of law enforcement activities. Requires some higher education/vocational training in general office practices; three years of general office experience; or equivalent combination of education and experience. Requires knowledge of word processing and spreadsheet applications; keyboarding skills; and certification within 70 days in the Law Enforcement Data System usage at the advanced level. Must be able to successfully pass background investigation and drug screen.

Interested **employees** are requested to complete a City of Newport application which must be received by 5:00 p.m. Friday, July 19, 2013. Applications are available from the Newport Police Department or online at www.newportoregon.gov