

DURHAM POLICE DEPARTMENT

Assistant Clerk – Permanent Part Time

The Durham, New Hampshire Police Department is seeking qualified applicants for the position of Permanent Part Time Assistant Clerk. The applicant selected to serve as Assistant Clerk will provide support services to this nationally accredited police department. Hours for this position will be Monday through Friday, 12 PM to 5 PM. This position pays \$17.00/hour for 25 hours of work each week. The anticipated date of hire is FEBRUARY 17, 2020. Interviews will be scheduled for Thursday and Friday, January 30th and 31st. This position provides paid days off. There are no other benefits.

The part time Assistant Clerk duties will include receiving customers, typing, key boarding and data entry, record keeping, telephone, some radio communications and other duties as assigned. A qualified applicant must have demonstrable skills in Microsoft Word, Excel, and Outlook. Candidates with an Associate's Degree or equivalent credits earned are preferred. Candidates should have outstanding verbal and written skills, a strong attention to detail and be able to demonstrate a high level of organizational skill.

Applicants must be 18 years old by the anticipated date of appointment.

Visible piercings other than earrings are not allowed. Tattoos that cannot be covered up while wearing short sleeve shirts or short pants will disqualify a candidate.

Town of Durham Applications, Cover Letters and Resumes must be received by Captain David Holmstock by the close of business on Friday, January 24, 2020 at:
Durham Police Department, 86 Dover Road, Durham, New Hampshire 03824

Applications may be obtained on the town website at:
<https://www.ci.durham.nh.us/police/employment-information>



Females and Minorities are encouraged to apply!
The Durham Police Department is an equal opportunity employer.