



Somerset Police Department

465 County Street
Somerset, Massachusetts 02726
508-679-2138 / 508-676-1893 fax



George M. McNeil - Chief of Police

Job Description **Records Clerk** **Part Time: 19 hours per week** **Somerset Police Department**

Summary

The Records Clerk works under the supervision of the Chief of Police. Performs a wide variety of general and routine clerical duties as well as working effectively with the general public, law enforcement agencies, the courts and vendors.

Principle Duties and Responsibilities

- Receive, process, and respond to all requests for records or similar data under control of the Department.
- Receive and properly file any documents, reports or other records produced by the Department.
- Process weekly payroll reports for Department members who work private "details".
- Billing of private work completed to the various vendors.
- Intake, logging and turning over payments received for detail invoices billed.
- Maintain a standardized stock of office supplies.
- Maintain and order any forms or documents used regularly during Department operations.

Minimum Qualifications

- High School diploma or equivalent
- Must be detail oriented in addition to strong problem solving skills
- Works with supervisors and officers as applicable
- Must have the utmost integrity
- Must have excellent organizational and communication skills



SOMERSET POLICE DEPARTMENT

Application for Employment

PERSONAL INFORMATION

FULL NAME: _____ **DATE:** _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ **PHONE:** _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____

POSITION APPLIED FOR: Records Clerk / Part-Time

EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN? YES NO*

***IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.?** YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

***IF YES, PLEASE EXPLAIN:** _____

ARE YOU ABLE TO PASS A C.O.R.I. CHECK? (MANDATORY) YES NO

NECESSARY SKILLS

APPLICANTS MUST BE ATTENTIVE TO DETAIL, ABLE TO FILE/PROCESS RECORDS, AND WORK WELL WITH VENDORS, OUTSIDE AGENCIES, AND THE PUBLIC

DO YOU HAVE EXPERIENCE WITH COMPUTER DATA ENTRY? YES NO

HAVE YOU WORKED WITH PAYROLL ENTRY OR ACCOUNTING? YES NO

HAVE YOU WORKED IN AN OFFICE ENVIRONMENT? YES NO



REFERENCES

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

IF ASKED, ARE YOU WILLING TO CONSENT TO A DRUG TEST? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

