

Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106
Bus. (603) 624-1560
Fax. (603) 624-6891

POSITION VACANCY
Administrative Records Clerk
Part-Time

The Hooksett Police Department is currently accepting resumes for the position of **Part-Time Administrative Records Clerk.**

Starting hourly rate of \$14.95 per hour. Successful candidates must successfully complete all hiring phases to include: oral board, psychological exam, polygraph exam and medical/physical exam as well as an extensive background check (At the discretion of the Chief of Police).

Work Schedule: 8:00 a.m. to 4:00 p.m., 24 hours per week, some flexibility required.

THE JOB

The part-time administrative records clerk is responsible for providing administrative and clerical services in order to ensure efficient administrative operations. General office duties would include typing, filing, and the keeping of various records. This position will maintain a general proficiency in the duties of the Receptionist, Prosecution Assistant and Administrative Assistant while providing a continuance of duties during the absence of these administrative support personnel.

MINIMUM QUALIFICATIONS

United States citizen, high school diploma or GED, ability to deal successfully with public under stressful conditions. Must possess ability to receive and transmit information accurately under stressful conditions. Must be free of any conditions that results in a person not being able to perform the essential functions, with reasonable accommodation, of a part-time administrative assistant as determined by a physician under contract with this agency.

APPLICATION PROCEDURE

Applicants must submit cover letter, resume and Town Application online to townadministrator@hooksett.org or by mail to the Hooksett Town Hall Attn: Town Administrator, Part-Time Administrative Records Clerk Selection, 35 Main Street, Hooksett, NH 03106. Refer to website: Hooksettpolice.org or Hooksett.org for a copy of the complete job description and application. If you have any questions, please contact Captain Jake Robie at 603-624-1560 #304 or via email at jrobie@hooksettpolice.org.

CLOSING DATE: September 18, 2020 @ 12:00 pm to be considered for this position. Preference will be given to applicants holding an associate degree and/or have experience in this profession. Applicants selected to move onto the interview phase will be contacted directly.

The Town of Hooksett and the Hooksett Police Department are Equal Opportunity Employers