

Town of Exeter

Exeter NH 03833

## ***JOB VACANCY***

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Date of Notice: September 5, 2019

Position: **Records Clerk (part time) – Police Administration**  
Hours: 25 hours/week 9:00am to 2:00pm (flexible), Monday to Friday

Pay Range: \$15.06 – 20.06/hr. (14 step Pay Plan)

Closing date: Open until filled

**Requirements:** The Police Department is seeking an organized, motivated person to join the Police Administrative Staff. This position is responsible for processing tickets, permits, licenses and serves the public in person and on the phone. Ideal candidate will have a working knowledge of office operations, practices, equipment, software and Microsoft Office. Must possess strong customer service skills to work with the public in a respectful manner. Ability to maintain accurate records and files, communicate effectively both verbally and in writing and have the ability to maintain confidentiality. Working knowledge of Police work is helpful.

**Qualifications:** Completion of a high school diploma plus additional courses from a two year college or technical school and three to five years of related experience, or equivalent combination of education and experience.

Email or mail application to: [hr@exeternh.gov](mailto:hr@exeternh.gov)

Human Resources  
Town of Exeter  
10 Front Street  
Exeter NH 03833

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