



SHREWSBURY POLICE DEPARTMENT

JOB INFORMATION SHEET

Job Title: **Police Secretary / Clerk**

Starting Pay: \$ 28,303 - \$ 32,761 DOQ

Opening Date: December 17, 2021
Closing Date: December 27, 2021 @ 5:00 p.m.

Duty Hours: Monday thru Friday, 8:30 a.m. thru 5:00 p.m.

Benefits: Health Insurance Benefits
LAGERS (Missouri Local Government Employees' Retirement Plan)
Paid Vacation (2 weeks to start)
Paid Holidays (9 per year)
Personal Days
Attendance Incentive

Applications may be submitted:

- **IN PERSON:** Shrewsbury Police Department
4400 Shrewsbury Avenue
Shrewsbury, MO 63119
Phone: (314) 647-5656
- **VIA FAX:** (314) 647-0019
- **VIA EMAIL:** police@cityofshrewsbury.com
Type "**Secretary**" in the Subject Line

Applications will not be accepted after 5:00 pm on Monday, December 27, 2021.
You are encouraged to call to verify we have received your application (314) 647-5656.



SHREWSBURY POLICE DEPARTMENT

4400 Shrewsbury Avenue
 Shrewsbury, MO 63119
 Phone: (314) 647-5656
 Fax: (314) 647-0019



Application for Civilian Employment

An Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Police Department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Date of Application			
Name			
Address		City/State/Zip	
Driver License #		State	
Position(s) Applied For:			
How Did You Learn About Us?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative	<input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____	

	YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with the City of Shrewsbury before? If yes, give position and date of application: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with the Shrewsbury Police Department before? If yes, give position and date of application: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the City of Shrewsbury before? If yes, give position and dates: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the Shrewsbury Police Department before? If yes, give position and dates: / /	<input type="checkbox"/>	<input type="checkbox"/>
Do any of your relatives or friends work for the City of Shrewsbury? If yes, who? What department?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any member of the Shrewsbury Police Department? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if your job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a crime (misdemeanor or felony)? If yes, explain fully (dates, jurisdiction, charge, sentence, disposition, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

**** If you need additional space, please continue on a separate sheet of paper ****

What date are you available to begin work?	/ /
What is your desired salary range?	\$ - \$ per
What type of position are you applying for?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Are you available for shift work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION				
	Name & Address of School	Course of Study	# of Years Completed	Diploma / Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities:

Describe any job-related training received in the United States military:

List professional, trade, business or civic activities and offices held <i>(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)</i>

**** If you need additional space, please continue on a separate sheet of paper ****

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

1.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				
2.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				
3.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualification acquired from employment or other experience.

List any other information you feel may be helpful to the Shrewsbury Police Department in considering your application:

**** If you need additional space, please continue on a separate sheet of paper ****

SPECIALIZED SKILLS (Check Skills / Equipment Operated)					
<input type="checkbox"/>	Terminal	<input type="checkbox"/>	Spreadsheet	<input type="checkbox"/>	Copier
<input type="checkbox"/>	PC / MAC	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	Fax Machine
<input type="checkbox"/>	Typewriter WPM	<input type="checkbox"/>	Shorthand WPM	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	R.E.J.I.S.	<input type="checkbox"/>	N.C.I.C.	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	C.A.R.E.	<input type="checkbox"/>	M.U.L.E.S.		
<input type="checkbox"/>	Other (list)				

REFERENCES			
1.	Name		Phone ()
	Address		
2.	Name		Phone ()
	Address		
3.	Name		Phone ()
	Address		

1. Have you been provided with the job description, requirements, and essential job functions of the position for which you are applying? Yes No (If no, do not answer the following question)
2. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

APPLICANT'S STATEMENT	
<p>I certify that the answers given herein are true and complete.</p> <p>I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a thorough background investigation will be conducted as part of the hiring process.</p> <p>This application for employment shall be considered active for a period of time not to exceed 60 (sixty) days. (Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.)</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Shrewsbury Police Department is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Shrewsbury.</p> <p>In the event of my employment, I understand that false or misleading information given in my application, interview(s), or background investigation may result in discharge. I also understand that I am required to abide by all rules and regulations of the Shrewsbury Police Department and the City of Shrewsbury.</p>	
Signature of Applicant	Date

City of Shrewsbury
JOB DESCRIPTION

TITLE: **Police Secretary/Clerk**
REPORTS TO: Bureau of Support Services Lieutenant

FLSA: Non-exempt
DATE: March 2019

General Summary:

Under the direct supervision of the BSS Lieutenant. Provides administrative support and clerical duties to the entire police department. Transcribes correspondence, reports and minutes generated by the department. Administers purchase order process, manages cashier function including petty cash, maintains records and files, and handles all incoming phone calls. Assist records clerk as may be required.

Job Functions and Responsibilities:

Essential

- Provides administrative support for the police department including composing correspondence, creating/maintaining reports and files, and handling incoming telephone calls and mail.
- Enters Field Interview Reports (FIRs) into the REJIS computer system.
- Arranges for equipment and supplies needed. Involves dealing with vendors and preparing purchase orders.
- Manages the petty cash box. Responsible for logging/collecting receipts, balancing cash on a monthly basis and making daily deposits.
- Maintains police budget.
- Prepares payroll time sheets, personnel action forms and other personnel reports; including, but not limited to payments made into LOGICS and other systems.
- When necessary, assists with entry of warrants provided by the Municipal Court into the REJIS and/or police computer systems; forwards hard copies of warrants to East Central Dispatch Center
- Performs other duties as may be assigned or required.

Important

- Sends notifications and billing to customers whose emergencies resulted in a false alarm.
- Tracks and maintains all officers' monthly schedules of availability.
- Orders janitorial supplies for building and ensuring maintenance of the building.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities Required:

Education and Experience:

- Completion of a high school education or GED equivalent.

Skills:

- Type 60 wpm error free.
- Ability to efficiently utilize computers and various software programs.
- Possess and demonstrate administrative skills.
- Good organizational and public relation skills.
- Ability to communicate effectively verbally and in skilled writing.

Knowledge:

- Basic knowledge of accounting including balancing of petty cash.
- Familiarity with the City Ordinances and laws regarding release of police department records.
- Comprehension of the Regional Justice Information Service (REJIS) program

Others (as applicable):

Material and Equipment Used:

- Computer
- Telephone
- Photocopier
- Facsimile
- Electric Typewriter
- Basic office equipment

Physical Demands:

- Required to frequently sit, keyboard, hear and speak.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

The Shrewsbury Police Department is an Equal Opportunity Employer.