

Police Department Office Clerk

Village of Lake Hallie Police Department - Chippewa Falls, WI 54729

The Lake Hallie Police Department provides Law Enforcement Protection for the Village and emergency response into the Town of Hallie, 24 -hours a day, seven days a week. The estimated 2021 population for the Village was at 7307 with 321 businesses. The Police Department manages this task with 11 full time Officers (including one full time Detective), 2 part time officers, 2 reserve officers and 2 administrative support staff. The Department also manages all Animal Control functions and contracts with the Eau Claire Humane Association.

POSITION SUMMARY

The Law Enforcement Police Office Clerk assists the Village of Lake Hallie with Law Enforcement office duties. The Police Clerk position is intended to assist the department by providing support while working within their scope of employment. The police clerk will answer telephones, helps visitors fill out police forms and answers public requests for information. Because a police clerk can be the public face of the police department, they need good interpersonal skills, including patience and the ability to listen.

The police clerk receives, edits incoming police reports including arrest, offense and crash records. Reviews, edits, files and processes accurate arrest and police records and reports. Completes requests for records through the mail, electronically and through local, state and federal computer programs. Data entry of information is common. This position takes all instructions from directives established for the Police Department through the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is exposed to information, reports and photographs that can be sensitive, and upsetting to many people. These include being exposed to incidents of crimes against children, and adults. The police clerk needs to handle these situations professionally.

The collecting of information and efficiently filing it for easy access is the main job of a police clerk. Due to the type of work policing is, confidentiality while conducting these duties are extremely important.

EDUCATION

U.S Citizen; High school diploma or equivalent; and 3 to 5 years of experience is preferred. The ability to keyboard and act as a transcriber for reports is necessary.

Higher educational classes in administrative assistance, office operations or criminal justice are considered assets for a police clerk. Knowledge gained from prior office or clerical jobs is helpful for this position.

Job Type: Full-time

Pay: \$15.50 - \$16.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Chippewa Falls, WI 54729: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Required)

Experience:

- Customer service: 1 year (Required)
- Organizational skills: 1 year (Required)
- Typing: 1 year (Required)

- Law enforcement: 1 year (Preferred)

Work Location: One location