



# Middleton Police Department

6 N. Dewey Ave. Middleton, ID  
Office- 208-585-0008  
Fax- 208-585-2283



## **Job Announcement**

**Position:** Part-time Police Department Records Clerk

**Application Deadline:** Open until filled

**FLSA Classification:** Non-Exempt

**Salary Range:** \$17.00 -\$19.00 per hour

**Work Schedule:** Part-time (16 hours per week)

**Benefits:** None

**Minimum Qualifications:**

- Proficient-to-expert in Microsoft Office product suite
- Excellent written and oral communication
- Demonstrated ability to plan, organize and schedule priorities
- High School Graduate or GED
- Valid Driver's License

**Responsibilities:**

- Work independently, effectively and handle multiple tasks simultaneously
- Maintain and update department records
- Research court and department records to prepare responses to public records requests
- Data entry into NIBRS and Spillman systems
- Respond to public inquiries
- Process abandoned/towed vehicles
- Maintain confidential data and information
- Other duties as assigned

**HIRING PROCESS:** Submit the following application information to Middleton Police by email to [citmid@middletoncity.com](mailto:citmid@middletoncity.com) or mailed to Middleton Police, P.O. Box 487, Middleton, Idaho 83644. Incomplete applications will not be considered.

Cover letter

Resume'

City employment application (available online at [www.middleton.id.gov/Job-Openings](http://www.middleton.id.gov/Job-Openings) )