

City of Grants Pass

Job Opportunity

Public Safety Records Specialist

Department of Public Safety

Annual Salary: \$41,127 – \$52,490



If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!



SUMMARY OF POSITION

We are accepting applications for a Records Specialist in our Public Safety Department that has a strong background in customer service. The City seeks a positive role model who is ethical, supportive to Council Goals, innovative, is receptive to ideas and opinions, and focuses on the betterment of the individual, organization, and community.

This position is responsible for non-emergency police support services including administration of records and customer service. Duties include:

- Public counter and telephone customer service;
- Records checks;
- Data entry; review and maintenance of records;
- Processing warrants and sealed records;
- Routing and filing records and reports electronically.

A high school diploma or GED, and one year of general office experience is required for this position.

Incentives Available:

2% AA Degree

4% BA Degree



Applications will be accepted until:
September 30, 2019
at 5:00pm

APPLY ONLINE
TODAY

www.grantspassoregon.gov

Human Resources

541-450-6050