

OPEN POSITION

Police Clerk – Full-Time Delhi Township, OH

Date Posted: January 11, 2023

Deadline to Apply: Until Filled

Applications will be reviewed as received.

Job Title: Police Clerk

Position Type: Full-Time

Job Location: Police Headquarters
934 Neeb Road

Starting Salary: \$22.00 - \$25.00 per hour
Dependent on qualifications.

Hours: Monday – Friday 7:15am – 3:45pm

Population: 29,510

Delhi Township is accepting applications for the position of Police Clerk. The Police Clerk works under the direct supervision of the Manager of Support Services and will work closely with the Chief of Police, police officers, police support staff, Township employees, and other agencies in and around Hamilton County. Selected applicant will be required to pass a criminal background check and obtain Regional Crime Information Center (RCIC) certification once selected.

Clerical/dispatcher position that serves the police patrol function. Responsible for taking both non-emergency and emergency calls over the telephone, and dispatching officers when required. Must be professional with callers, and citizens in the lobby, and have the ability to answer queries, and provide information. Must have the ability to perform data entry into a records management system, based on considerable knowledge of programs and activities. Responsible for collecting fees for department issued permits, and various other transactions.

This position requires performance of complex clerical work requiring independent judgement and maintaining confidential information. This position serves as a liaison between the courts and Police Department, along with other agencies in and around Hamilton County.

Knowledge of law enforcement office practices and procedures preferred. Must have the ability to interact with the public in a professional manner under stressful situations. Must be able to work with minimal supervision.

How to Apply:

Submit a cover letter, resume, and an employment application to the HR Director. Applications will be reviewed as they are received. Application and full job description can be downloaded from the Delhi Township website at www.delhi.oh.us.



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO