



# City of Hurricane

## POLICE DEPARTMENT



Clark Fawcett  
City Manager

John Bramall  
Mayor

Council Members  
Pam Humphries  
Darin Larson  
Cheryl Reeve  
Kevin Tervort  
Kevin Thomas

Lynn L. Excell  
Chief of Police

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## Job Announcement

Opening Date: Wednesday, July 25, 2018  
Closing Date: Friday, August 10, 2018

Position: Records Clerk  
Hourly Rate: \$13.00-\$15.00

### Job Description:

Hurricane City Police Department is accepting applications for the position of Records Clerk. This position is a full-time position consisting of 40 hours a week, Monday through Friday. Record Clerks are responsible for timely submission of reports, record management, assisting citizens, answering phones, and other duties as assigned.

### Job Related Qualifications:

Applicants will need to have good communication skills and have the ability to explain information to citizens in a professional and responsible manner. Applicants need to have excellent common sense, be teachable and willing to learn. Applicants should have strong computer skills and good knowledge of English grammar and punctuation. Applicants must be proficient in the following; Microsoft Office (Word, Excel, PowerPoint), Customer Service, Record Management, and Time Management.

### Minimum Qualifications:

Applicants must be 21 year of age, have a High School Diploma or GED, a valid Utah Driver's License. Applicants will be required to pass a proficiency exam, have an oral interview, and pass a thorough background check.

### Benefits:

- Medical, Dental, Life, and Vision Insurance. HSA account plan.
- Retirement Benefits through Utah Retirement Systems
- Vacation acquired annually
- 96 sick leave hours per year
- 13 Paid Holidays per year

### Applications:

If you are interested, please pick up an application at the Hurricane City Police Department 90 S 700 W or go online at [cityofhurricane.com](http://cityofhurricane.com). Completed applications will need to be turned in to the Hurricane City Police Department on or before August 10, 2018 @ 3:00 PM.

Hurricane City is an equal opportunity employer. We reserve the right to reject any and all applications.

90 S 700 W

Hurricane, Utah 84737

Telephone 435-635-9663

Fax 435-635-0620

[www.cityofhurricane.com](http://www.cityofhurricane.com)

*"Serving the  
Community with Pride"*