Job Posting

The following position is available with the *City of Lafayette.* If you are interested in being considered for this position, applications are ONLY available on-line - http://www.lafayette.in.gov/1042/Job-Postings

The application deadline is open until filled.

Available with the Police Department:

POSITION:
Records Technician

LOCATION:
Lafayette Police Department

HOURS:
Full-time; 7.5 hour shift, 8am-4:30pm M-F

SALARY:
$1,701 bi-weekly

DESCRIPTION:
Serves as Records Technician for the Lafayette Police Department, responsible for promoting and maintaining an efficient records division through computer applications and training. Act as an assistant to the Chief Records Technician, Captain, Lieutenants, and Sergeants of Administrative Services. Maintains records, processes all cases, completes/processes reports, has initial phone and window contact with public, enters warrants, obtains fingerprints for classification, provides testimony in court regarding record keeping, engages in various other Administrative duties as needed upon request.

REQUIREMENTS:
High school diploma or GED. Periodically attend necessary training. Obtain Notary Public. Ability to pass typing test. Ability to maintain strict confidentiality and communicate using tact and diplomacy.

PHYSICAL EFFORT:
Incumbent performs most duties in a standard office environment involving sitting and walking at will, handling/grasping/fingering objects, close vision and hearing sounds/communication. Incumbent could occasionally work extended hours, and may travel out of town possibly overnight for meetings/conferences/professional development if approved. Possible exposure to violent/irate individuals. Could occasionally be required to work extended hours and to serve on 24-hour call response for major emergencies.

The City of Lafayette is an Equal Opportunity Employer