



The City of Exeter Police Department is Hiring for the Position of **RECORDS CLERK**

Apply Now!

The City of Exeter is hiring for the position of Records Clerk. This is a competitive recruitment and qualified candidates are invited to apply.

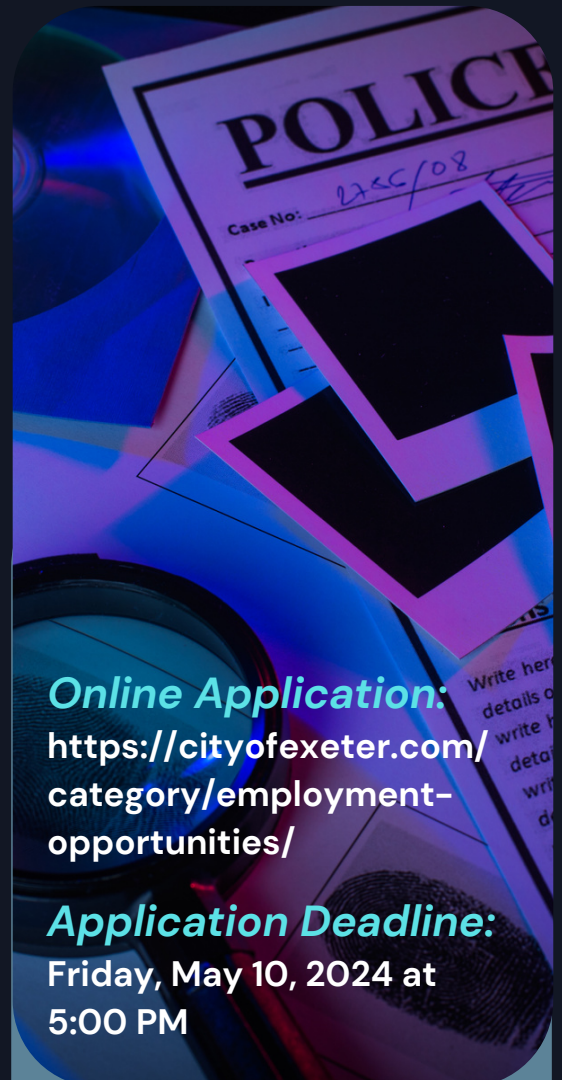
Key Essential Duties and Responsibilities:

- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required.
- Process legal requests including court orders and subpoenas.
- Acts as receptionist by screening calls and visitors, referring inquiries as appropriate and responding to complaints and information requests.

Experience/Education

Requirements:

- Minimum: graduation from high school or GED.
- Equivalent to two years of increasingly responsible administrative, clerical and/or accounting experience.
- College level administrative, business and/or recordkeeping courses desirable.



Online Application:

<https://cityofexeter.com/category/employment-opportunities/>

Application Deadline:

Friday, May 10, 2024 at 5:00 PM

Salary:

\$3,424 - \$4,204 per month with excellent benefits!