

City of Tipp City, Ohio
Police Department
Employment Opportunity

RECORDS CLERK
(Part-time)

The Tipp City Police Department is currently accepting applications for the part-time position of Records Clerk. Eligible individuals must be at least 18 years of age, a high school graduate (or equivalent), possess excellent communication & computer/data entry skills, and have the ability to work various shifts and weekends. The successful applicant must be service oriented, able to establish and maintain effective working relationships with coworkers, and interact effectively and courteously with the public.

The starting wage for the position is \$14.00 per hour.

Interested persons should contact the Tipp City Police Department, 260 S. Garber Drive, Tipp City, Ohio between the hours of 8 A.M. and 8:00 pm to obtain an application. All applications must be submitted to the City Manager's Office, 260 S. Garber Drive, no later than 4:00 P.M. on September 4, 2015.

The City of Tipp City is an Equal Opportunity Employer.