

## **Records Clerk**

### **Department**

East Ridge Police Department

### **Summary**

This role is essential to the smooth operation of the department, providing front-line support to visitors and staff, and ensuring accurate and timely data entry and reporting. The Records clerk will greet visitors and callers, determine the nature of their business, and direct them appropriately. The position involves extensive data entry, report preparation, and statistical analysis in support of department operations. The Records Clerk reports directly to the Administrative Lieutenant.

### **Minimum Qualifications include:**

- Must have earned a high school diploma
- Some college preferred
- 1-year clerical experience in an office setting
- Proven typing skills
- Proven ability to communicate clearly, via phone and in-person
- Ability to learn new software quickly
- 18 years of age or older
- Must be able to lift 25 pounds
- Must have a valid driver's license
- Must be able to pass an intensive background screening and be of strong moral character and professionalism.

### **The City of East Ridge is an Equal Opportunity Employer and TN Drug-Free Workplace**

Applicant's resume and cover letter may be submitted electronically or mailed to City Hall to Michelle Sinigaglio, Human Resources Director via e-mail: [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov). A completed City of East Ridge application form (found on the City's website) is required for consideration. Applications will be accepted until the job is filled.

City of East Ridge  
ATTN: Human Resources  
1517 Tombras Avenue  
East Ridge, TN 37412