

## PROPERTY AND EVIDENCE CLERK

The City of East Ridge is currently accepting applications for the position of Property and Evidence Clerk. The purpose of this position is to maintain all property and evidence in the police department in a secure manner. Responsibilities include tracking property, court dispositions, and notifying owners when property is to be returned.

The East Ridge Police Department offers a healthy work environment providing employees ample opportunity for personal and professional growth. Additionally, the City offers a competitive compensation and benefits package including:

- 11 Paid Holidays per year
- Vacation Leave Time
- Sick Leave Time
- Group Health & Life Insurance
  - Medical
  - Dental
  - Vision
- Life Insurance & AD&D (100% paid by City)
- Short-Term Disability
- Long-Term Disability (100% paid by City)
- Retirement (Pension) Program
- Retirement Deferred Compensation Program
- Tuition Reimbursement Program
- EAP
- Bi-Weekly Pay

Qualified applicants must have a high school diploma or GED and must pass physical, drug testing, and background check.

Applications may be submitted electronically to [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov) or mailed to Michelle Sinigaglio, Human Resources Manager, City of East Ridge, 1517 Tombras Avenue, East Ridge, TN 37412. Please note if an application has been submitted within the last 60 days, please reapply. **OPEN UNTIL FILLED.**

The City of East Ridge is an Equal Opportunity Employer, and Tennessee Drug Free workplace.