

Police Records Clerk

Marple Township Police Department

The Marple Township Police Department is seeking applications for the position of full-time Records Clerk. The records clerk is the primary point of contact for visitors and phone calls to the station. The position is responsible for all solicitation permits, collection of fees, parking citation fines, records checks, bill invoicing and other matters;. The position also includes general clerical duties, filing and retrieval of records and sensitive documents and monitoring cell areas.

The position requires excellent customer service skills, basic computer knowledge including experience with word processing and spread sheet software. A minimum of a high school diploma or equivalent is required. Excellent starting salary and benefits. Pre-employment drug test, physical and background check required. Application form available at the Township Bldg or download at www.marpletwp.com. Send or email resume & letter of interest no later than Friday August 11th to: Anthony Hamaday, Twp Mgr, Marple Township, 227 S. Sproul Rd, Broomall, PA 19008 or ahamaday@marpletwp.com. EOE.