

CITY OF WINNEMUCCA

JOB OPPORTUNITY

POLICE DEPARTMENT ADMINISTRATIVE SUPPORT II – EVIDENCE AND RECORDS MANAGEMENT

The City of Winnemucca desires to fill its POLICE DEPARTMENT ADMINISTRATIVE SUPPORT II – EVIDENCE AND RECORDS MANAGEMENT position, which operates under policy direction of the Chief of Police.

The POLICE DEPARTMENT ADMINISTRATIVE SUPPORT II – EVIDENCE AND RECORDS MANAGEMENT position performs duties associated with the collection, custody, and care of evidence and property brought into the department's possession and provides a variety of routine to somewhat complex clerical support, financial, and administrative duties which may include receptionist, word processing, data entry, record keeping, and filing duties in support of the organization.

The salary range effective July 1, 2020 is \$47,034 to \$53,524 annually (depending on the qualifications of the applicant). Benefits include annual vacation and sick leave accrual, employer paid PERS, employer paid health-dental-vision-life insurance.

Applicant must possess a high school diploma or equivalent and two years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and providing customer service.

Applications and job descriptions are available at the Police Department, 500 E. Winnemucca Blvd, Winnemucca, Nevada 89445 or online at <https://www.winnemuccacity.org/employment/>. Please submit the completed application and resume to the attention of Captain Mike Rangel at the Police Department or by email mrangel@winnemuccacity.org. Applications will be accepted until position is filled.