

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

57308 - POLICE RECORDS CLERK

Police Department

Open Until: September 22, 2022 at 04:30 PM EST

Rate of Pay: \$43,560.06 - \$47,347.92



General Description

This is responsible clerical work involving the entry of inquiries and records into the NCIC/Collect Computer Terminal in order to obtain and report police records from and into a police records network system.

Qualifications

High school diploma including or supplemented by courses in data processing, plus three years of responsible and varied office clerical experience requiring data entry and public contact, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

There is a City of Norwich residency requirement. You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

09/01/2022

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