



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Police Clerk.

Serves as the first point of contact, responsible for the administrative and the ongoing daily operations required within the Police Department. Duties include but are not limited to the following: provide information and services to general public and visitors with professional courtesy and respect; data entry; typing and filing; creating letters for review; preparing mailings; processing incoming calls and messages; assists public with documentation; conduct all duties with integrity, pride, innovation, and a “can do” attitude; accomplish teamwork by working cohesively with all Department and City staff; performs other related duties that may be assigned.

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position

Essential Functions may include, but are not limited to, the following:

- Serves as first point of contact for Police Department for walk-in and phone customers.
- Answer general questions for processes and services provided by the Police Department.
- Receives requests and dispatches requests or information to the Officers and other staff.
- Perform general administrative duties as required, including but not limited to answering phones, data entry, filing, photocopying, faxing, processing videos, case preparation, etc.
- Reviews, validates, and processes a wide variety of documents.
- Creates and maintains manual and computerized records and files.
- Must be able to establish priorities and manage workload with minimal supervision.
- May work as dispatcher when required.
- Assists when necessary (approved by the Director) other departments during intense work cycles and/or emergency situations.

Minimum Qualifications:

Applicant must have a minimum of:

- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier, and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast-paced environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the public.
- Meet deadlines and perform multiple tasks under pressure.

- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Experience Required:

- High School diploma/GED required.
- Education requirements include an associate degree or equivalent in public or business administration, or related field.
- Must obtain Telecommunicator Certification as required by TCOLE (Texas Commission of Law Enforcement) within one (1) year of employment. Must be able to maintain certification, to include at minimum, required training and licensing under regulations promulgated by TCOLE.
- Must be able to pass all Police Department requirements, including Background Investigation as required by TCOLE, criminal history check, a psychological evaluation, medical and drug screening, oral board interview.
- Two (2) years of experience in administrative work preferably in a police department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position may be substituted for an associate degree.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Department: Police

Location: Manor, Texas

Job Status: Full-Time

Hourly Rate- \$20.30-\$23.91

Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Job Close Date: Open until filled.

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Police Department at 402 W. Parsons St. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-401-3250.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer