



CITY OF LAKEPORT  
JOB ANNOUNCEMENT

**PART-TIME HELP NEEDED**

**\$16.00 - \$20.00 DOE**

**Closing Date: Noon on Monday, April 15, 2019**

The Lakeport Police Department is seeking one Extra Help Position (Up to 25 hours per week) to work in its Records Division. Under general supervision, performs a wide variety of general clerical work of a routine nature; provides detailed information and assistance to the public at the front counter and over the telephone; registers sex offenders; processes arrest warrants, reports and citations; applies and explains regulations, and procedures; takes payments; performs data entry and completes other related work as assigned.

A successful candidate will have working knowledge of office methods and procedures; office equipment operation; computers and a variety of software applications. Ability to use correct grammar, punctuation, and spelling; understand and follow verbal and written directions; maintain records and perform specific program activities; establish and maintain cooperative working relationships. Candidate will possess the ability to obtain certification in state and federal law enforcement telecommunications systems.

The candidate will be required to pass a full law enforcement background investigation including a polygraph examination and state and federal fingerprint clearance. Possession of a Class C California driver's license and a satisfactory driving record is also required.

Qualified persons shall submit a City of Lakeport employment application, resume and cover letter to the City of Lakeport, Attn: Human Resource, 225 Park Street, Lakeport, CA 95453. Applications can be found on the employment page of [www.cityoflakeport.com](http://www.cityoflakeport.com). For questions about the position or the Lakeport Police Department, please contact Rebekah Dolby at [rdolby@lakeportpolice.org](mailto:rdolby@lakeportpolice.org) or (707) 263-5491 ext. 100.

Resumes will be reviewed and those meeting qualifications will be invited to an interview.