
Hanover Police Department, Administrative Clerk – Parking Division



HANOVER POLICE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR ADMINISTRATIVE CLERK – PARKING DIVISION

GENERAL DUTIES

This position is responsible for providing clerical support to the Hanover Police Department Parking Division. May be assigned to provide clerical support to other Town of Hanover departments.

SALARY

Salary is negotiated depending on qualifications and experience. This is a 35-hour per week AFSCME Union position. The range is \$21.46 TO \$32.51 hourly for this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. Proficiency in reading, writing, and performing basic mathematical calculations.
- Experience sufficient to perform all major job duties of the position, usually associated with one to two years of relevant work experience, which may include training or internship experience.
- Excellent customer service skills. Must be able to remain calm, professional, and courteous when interacting with members of the public, including those who may present as angry or upset.
- Computer skills sufficient to perform routine tasks in multiple databases and help manage and maintain the data therein.
- See full job description for further information regarding knowledge and skills required for this position.

HIRING PROCESS

Successful candidates are able to complete the oral board interview, Chief's interview and background investigation.

HOW TO APPLY

Applications are only accepted through PoliceApp.com and will not be accepted in person or through e-mail or USPS. The fee charged to the applicant is paid directly to PoliceApp.com through their website application process. All offers of employment contingent on results of a background check. The Town of Hanover is an Equal Opportunity Employer (EOE).

HANOVER POLICE DEPARTMENT ~ Mission Statement

The men and women of the Hanover Police Department's mission is to "*provide professional and compassionate police service through partnerships that build trust, reduce crime, create a safe environment and enhance the quality of life in our community*".

To fulfil this mission, we will have an uncompromising insistence on quality people who believe in our core values:

"Integrity, Respect, Fairness, Excellence and Positivity"