



Town of Hull

Hull Police Department

Front Desk/RECORDS Coordinator

Job Announcement:

The Town of Hull Police Department is currently seeking to fill the position of Front Desk Records Coordinator

Minimum Qualifications: A High School Diploma or (GED), with experience in a customer service setting.

Preferred Qualifications: Training in office clerical work, records management, and Microsoft Office. Experience in operating two-way radio system, and answering phones.

Compensation/Benefits: The salary is \$22.00 per hour. The position is full-time Monday thru Friday, hours may vary. The benefits package includes health insurance, dental, vision care, and a retirement package.

Licenses & Certifications: Must be able to meet CJIS certification within (30) days of employment. Training provided by the department

Other Requirements: Must be willing to adjust work hours as directed or to meet operational demands.

Competencies and Personal Characteristics

- Honest and Accountable.

- Collaborative work style with an ability to work well with others
- Organizational skills.
- Excellent internal and external communication skills.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Massachusetts and Federal criminal statutes, rules and regulations, and case law, general practices related to law enforcement, police management and administrative practices and procedures; and the geography and demography of the community

Skill in:

- Verbal & Written Communication
- Strong interpersonal skills to communicate with a variety of people with diverse personalities
- Microsoft Word, Excel, and PowerPoint applications.

And ability to:

- Be trained in dissemination of public records
- Be trained the in IMC Records Management System
- Be trained certified in the CJIS System

Applications Requirements:

1. Town of Hull Employment Application
2. Letter of Interest
3. Resume
4. Criminal and Drivers History Record Check
5. Medical Physical may be required.

Submission Information:

Applicants may submit their letter of interest and resume to either of the following;

Email: jdunn@hullpolice.org or via U.S. Mail to the address below:

**Chief of Police
John Dunn
Hull Police Department,
1 School Street, Hull, MA 02045**