

**JOB DESCRIPTION: CLERK TO DIRECTOR OF PUBLIC SAFETY,  
UNCLASSIFIED POSITION**

Successful candidate must have problem solving and multi-tasking abilities; must be able to perform standard office skills, such as typing, filing, copying, answering telephone inquiries. Must be reliable and dependable and be able to pass background investigation.

Typical tasks will involve preparing cases for Mayor's and Municipal Courts; data entry using AS/400 terminal; preparing letters & other correspondence on PC, using MS Word 97; scanning documents; copying documents; typing purchase orders and other typical office duties; may be asked to flex work hours.

Salary: \$30,000 (\$14.42 per hour) plus benefits

Probation period: one year from date of hire