



**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN/COMPETITIVE**

DATE: January 15, 2020

POSITION: RECORDS TECHNICIAN II-A - POLICE DEPARTMENT

DUTIES: This is a varied, non-emergency clerical position involving the skillful operation of the computer, radio system, and telephone system. Work involves the performance of a variety of clerical duties including typing, collating, retrieval of documents, and filing. Work is performed under the supervision of the Lead Records Technician.

REQUIRED QUALIFICATIONS: High school graduation or equivalent, with supplemental coursework in computers and clerical subjects. Two years related experience performing responsible clerical duties. Ability to prepare typed documents with speed and accuracy. Ability to provide effective customer service in person, on the phone, and electronically. Ability to obtain a BCA certification for computer access within one year of employment.

DESIRED QUALIFICATIONS: Three or more years related experience performing responsible clerical duties. Experience and/or training in the use of Microsoft Office Suite software. Previous work experience in a law enforcement agency.

WAGE RANGE: \$20.86 - \$25.95 per hour, plus fringe benefits.

APPLICATION PROCEDURE: City applications are available from the City Hall Information Window, by downloading from our website at www.columbiaheightsmn.gov or by calling 763-706-3610. To be considered for this position, a city application **MUST** be completely filled out and returned to the HR Manager, City of Columbia Heights, 590 40th Avenue NE, Columbia Heights, MN 55421. Applications will be accepted until 4:30 PM, Friday, January 31, 2020. Resumes may be submitted in addition to, but not in lieu of, the City application. In addition, applicants may submit any other data they feel is pertinent to their consideration.

SELECTION PROCEDURES: Applicants will be evaluated on the following criteria:

Experience & Training	50%
Oral Interview	50%
Data Entry/Inbox	Pass/Fail

CLOSING DATE: Applications accepted until 4:30 PM, Friday, January 31, 2020.

**AN EQUAL OPPORTUNITY EMPLOYER
M / F / V / H
THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE BASIS OF
DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**