



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION:	Records Secretary	DATE POSTED:	05/23/2016
DEPARTMENT:	Mishawaka Police	DATE CLOSED:	06/03/2016
SALARY:	\$1,218.72 Bi-Weekly		
HOURS:	Full-time		

DEFINITION: Maintains accurate and up-to-date Police Department records and assists with public requests or complaints by phone or in person. This position uses a high degree of independent judgement. This position reports to the Division Chief -Services Division.

ESSENTIAL FUNCTIONS:

1. Keep files and cards of all Police Department activity up-to-date, including data entry
2. Fulfill citizen requests for reports or other assistance
3. Assist officers and take messages for employees

QUALIFICATIONS:

1. Minimum of high school diploma or GED
2. Ability to courteously and effectively deal with co-workers and the public
3. Ability to type and use office machines

PHYSICAL REQUIREMENTS:

Employee is required to stand, walk, bend, kneel, climb stairs, sit for extended periods and lift up to 40 pounds unassisted.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.