

Town of Orange Police Department – Records Clerk

Full-time union position performing professional administrative duties in a highly regulated, confidential environment within a municipal police department. Minimum sixty college credits preferred, good verbal and written communication skills required. Moderate or higher level ability with Microsoft Office software with emphasis on MS Word and MS Excel desired. Ability to foster good relationships with community stakeholders, coworkers and the general public required.

The preferred candidate will have experience in law enforcement, legal or regulatory fields. Knowledge of social media/website maintenance a plus. Bilingual- Spanish candidates are encouraged to apply. 35 hour work week. Comprehensive benefits package. Pay range \$30,000 - \$40,000 contingent upon qualifications. Candidates will undergo detailed background investigation. The Town of Orange is an EOE.

Interested applicants should mail a resume and cover letter by Monday, October 3, 2016 to:

First Selectman James M. Zeoli, Town of Orange, 617 Orange Center Road, Orange, CT 06477 or email jzeoli@orange-ct.gov