

**POLICE DEPARTMENT CLERICAL POSITION
BOROUGH OF BRENTWOOD
EQUAL OPPORTUNITY EMPLOYER**

The Borough of Brentwood is seeking a motivated, responsible, detail-oriented individual to fill a full-time Police Department Clerical position. This employee will work under the supervision of the Chief of Police to perform vital recordkeeping and communication functions.

Minimum qualifications include a high school diploma or GED equivalent, proficiency with word processing and similar office software, and the ability to type 35 words per minute. Prior office experience is preferred but not required. Specific job duties include managing electronic investigative records, preparing reports, recording parking meter revenues, assisting officers with the generation of citations, and performing welfare checks on prisoners. Candidates must be able to communicate effectively with coworkers and the public. As the employee will work with an array of sensitive information, the ability to maintain confidentiality is paramount.

This position features a nine-hour work day that includes a one-hour unpaid lunch. The selected applicant will be required to rotate between a daylight and an evening shift on a weekly basis. Occasional mandatory overtime is required. In accordance with the collective bargaining agreement, the employee shall be subject to a six-month probationary period; the employee will work at a reduced wage scale for the first two-years of service. The hired individual will receive paid time off, health insurance, and other attractive benefits.

Interested individuals should download the application for employment from the municipal website at www.brentwoodboro.com and return a completed copy along with a résumé to:

Borough of Brentwood
ATTN: Susan Toth, Finance/Human Resources Director
3624 Brownsville Road
Pittsburgh, PA 15227

Applications must be received by 3:00 PM on **September 20, 2018**. Handwritten applications or electronic submissions will not be accepted. In addition to an interview, candidates deemed qualified may be subject to a test of typing and other relevant office skills.