

## **Vacancy – Receptionist/Records Bureau**

The Jamestown Police Department currently has one vacancy for a full-time Receptionist/Records Bureau employee.

The duties for this position include:

- Answering the telephone, taking messages and providing callers with general information
- Interacting with the public by taking their complaints and answering their questions
- Entering and retrieving information using computer database/spreadsheet software;
- Performing routine keyboarding functions including preparing documents and forms
- Updating and storing department forms on a computer using word processing software
- Operating a variety of office machines and equipment
- Collecting fees and accounting for monies received;
- Other duties as assigned

The candidate chosen to fill this vacancy will work Monday through Friday - 8 a.m. until 4:30 p.m.

The position includes an insurance plan and vacation package. Starting hourly wage is \$17.14 with future contractual raises.

This position is provisional. The chosen candidate must take a civil service exam, and attain a reachable score.

Applications may be picked up at the Jamestown Police Department.

Please submit completed applications:

- 1) Via email - [corey@jpdny.com](mailto:corey@jpdny.com)
- 2) Or by mail/in person to:

Jamestown Police Department  
201 E. 2<sup>nd</sup> St.  
Jamestown, NY 14701

Due date for applications is July 30, 2025.