

The City of South Haven is seeking applicants for Information Center Clerk to work in the Police Department. Responsibilities include providing high-level administrative support for the police department by handling information requests, performing clerical functions, receiving visitors and scheduling meetings.

Minimum qualifications include a high school diploma or equivalent and two to four years of related work experience; knowledge of administrative and clerical procedures and systems; ability to accurately type correspondence and enter data into a variety of databases; ability to work independently in a fast-paced environment. Must possess effective written and verbal communication skills.

The positions are part-time with an average of 20-25 hours per week in an office staffed 24 hours per day, seven days per week. Must be available to work various shifts and hours.

Please send completed application, cover letter and resume to dlull@south-haven.com or Human Resources Dept. City of South Haven, 539 Phoenix Street, 49090. Deadline for application is Friday, December 7, 2018. EOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in carrying out administrative detail and handle routine administrative matters independently.

Make appointments, answer telephone requests and assist visitors by directing to appropriate parties.

Record and follow up on various citizen complaints that are of a non-criminal nature. File and retrieve departmental documents, records, and reports.

Prepare correspondence, records and reports, using word processing, spreadsheet, database, or presentation software. Open, sort and distribute incoming correspondence, including faxes and email.

Communicate relevant information regarding street closures, power outages and water main breaks and community events to appropriate parties.

Operate LEIN terminal. Prepare press releases for the police department as directed by the police chief or his/her designee.

Issue gun permits and burn permits. Maintain a variety of departmental databases, including the Sex Offender Registry and fleet and vehicle records. Schedule vehicle maintenance required.

Assist sergeants to ensure proper staffing and assist SHAES with call backs

Receive payments on parking tickets, sell seasonal parking passes and process receipts for parking and beach parking for deposit.

Train other departmental and City employees in areas of expertise.

Serve as backup for scheduling and monitoring school crossing guards. Review crossing guard timesheets for payroll processing.

Other duties may be assigned to meet business needs.