

Join Our Team: Police Support Service Coordinator Wanted!

The City of Germantown Police Department is seeking a dedicated individual for the full-time position of Police Support Service Coordinator.

Why Join Us?

- Competitive Pay: \$19.15 - \$25.70 per hour (DOQ).
- Comprehensive Benefits: City-paid health insurance, with optional eye and dental coverage.
- Generous Leave: Sick leave, personal time, compensatory time, and vacation leave.
- Retirement Plan: Ohio Public Retirement Systems (OPERS) contributions.

Key Responsibilities:

- Clerical & Executive Support
 - Provide clerical assistance to the Police Department.
 - Perform executive secretarial duties for the Chief of Police.
 - Operate various office machinery and equipment.
- Communication Management
 - Serve as the primary contact for incoming telephone calls to the department.
 - Process messages, information, subpoenas, phone calls, and mail.
 - Handle requests for data or documents from citizens and insurance companies.
- Records & Financial Management
 - Retrieve and print copies of police records and reports as requested.
 - Maintain and organize the Police Department's reports and records.
 - Ensure compliance with records retention schedules.
 - Log all incoming checks or cash and route them directly to the City's Finance Department, maintaining a cashless office.
- Legal & Compliance
 - Stay updated on policies regarding the Criminal Justice Information Systems (CJIS) and Public Records Laws.
 - In consultation with the Chief of Police and Law Director, manage public records issues and requests.
 - Ensure departmental compliance with LEADS and CJIS requirements.
 - Perform duties of a Notary Public.
- Community & Interagency Relations
 - Participate in community service programs as needed.
 - Maintain a good working relationship with Montgomery County Regional Dispatch Center (RDC) and other police agencies.
- Other Duties
 - Compile and submit periodic reports pertaining to Police Department activities.
 - Process information to and from the department's geo base and Records Management System.
 - Perform other duties as assigned or needed by Command Authority.

Application Details:

Deadline: April 16, 2025 (End of Business Day).

Submit Application & Resume via mail, drop-off or email to:

Chief of Police Matthew P. Burns

Germantown Police Department

75 N Walnut St., Germantown, OH 45327.

Email: police@germantown.oh.us.

The City of Germantown is an Equal Opportunity Employer.

Be a vital part of our community's safety and support system. Apply today!

Link to application: <https://germantown.oh.us/.../Employment%20Application.pdf>