The City of Dunwoody Police Department is currently accepting applications for a Police Service Representative position.

This position performs responsible clerical functions within the Administrative Division of the Police Department. This position is responsible for retrieving police reports; processing citations; verifying, retrieving, entering and changing information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer system.

Essential Duties and Responsibilities:

- Processes citations, checks computer records, and files records generated by the department
- Teletypes police messages to and from other agencies
- Performs duties at the front desk including operating the telephone switchboard, assisting citizens, and bonding people out of jail
- Assists general public in obtaining reports and information and collects money for various services
- Answers phones and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry, and writes supplemental report to upgrade information
- Verifies GCIC/NCIC entries
- Runs suspended and revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies
- Conducts criminal history checks as needed to process case files and other requests
- Monitors internal security system

Minimum Requirements:

- High School graduate or GED
- Minimum of two (2) years experience in an office clerical position preferably in a police environment
- An equivalent combination of education and experience may be acceptable
- Knowledge of state laws, practices and procedures relating to municipal police departments
- Ability to pass the Georgia Crime Information Center certification test
- Required to work shift work (open 24 hours a day) on a rotating 12-hour schedule

Salary:

- $29,500 - $42,100

Benefits:

- Vacation Leave
- Holidays
- Sick Leave
- Medical, Dental and Vision Insurance
- Life/AD&D Insurance
- Short-Term and Long-Term Disability Insurance
- Flexible Spending Accounts (FSA)
- Retirement Savings Plans
- Employee Assistance Program (EAP)
- Education Assistance

For consideration, please send your completed application to jobs@dunwoodyga.gov or mail it to:

City of Dunwoody
Human Resources Department
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dunwoody Police Department Application

Only candidates that meet all the minimum requirements above will be considered. The City of Dunwoody has been certified as a Drug-Free Workplace by the State Board of Workers' Compensation. All job applicants for the City must undergo testing for the presence of illegal drugs as a condition of employment.