

# **DURHAM POLICE DEPARTMENT**

## **Assistant Clerk – Part Time**

The Durham, New Hampshire Police Department is seeking qualified applicants for the position of Part Time Assistant Clerk. The applicant selected to serve as Assistant Clerk will provide support services to this nationally accredited police department. Hours for this position will be Monday through Friday, noon to 5 PM. This position pays \$14.00/hour for 25 hours of work each week. The anticipated date of hire is January 5, 2015. This is a non-benefit position.

The part time Assistant Clerk duties will include receiving customers, typing, key boarding and data entry, record keeping, telephone, some radio communications and other duties as assigned.

A qualified applicant must have demonstrable skills in Microsoft Word, Excel, and Outlook. Candidates with an Associate's Degree or equivalent credits earned are preferred.

Applicants must be 21 years old by the anticipated date of appointment.

**Females and Minorities are encouraged to apply.**

Applications, Cover Letters and Resumes must be received by  
Captain David Holmstock by the close of business on  
Monday, December 15, 2014 at:

Durham Police Department  
86 Dover Road  
Durham, New Hampshire 03824



**The Durham Police Department is an equal opportunity employer.**