

**City of Proctor**  
**Job Announcement**  
**Police Department**  
**Police Records Technician**

The City of Proctor, MN is currently accepting applications for a Police Records Technician to work in the police department. This is a full-time position.

Works under the direction of the Police Chief, this person provides clerical, administrative support, professional and hospitable customer service for the police department.

**Qualifications**

- A. High School diploma or GED
- B. Education and/or experience related to law enforcement, the legal system, complicated data, records entry, maintenance or related experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- C. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.

Applicants are to submit a cover letter, completed application, and resume by 4:30pm on June 7<sup>th</sup>, 2018 to the Proctor Police Department, 100 Pionk Drive, Proctor, MN 55810.

Applications may be obtained on the city website [www.proctormn.gov](http://www.proctormn.gov) or by calling the Proctor Police Department at 218-624-7788

Qualified applicants will be notified of oral interviews scheduled on June 13<sup>th</sup> and 14<sup>th</sup>, 2018.