



# City of Sheboygan Police Department

## **PART-TIME RECORDS SPECIALIST CLERK**

**Class Grade:** Non-Represented, Non-Exempt  
Salary Grade 03

**2017 Pay Range:** \$16.20 - \$24.30/hour

**Posting Deadline:** 2/28/2017

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The City of Sheboygan is currently accepting resumes for the position of Part-Time Records Specialist Clerk. The hours are primarily weekends between 8:00 p.m. – 8:00 a.m. Friday and Saturday (8 hours per day). This position performs a diverse variety of recordkeeping needs including statistical, keyboarding and clerical duties requiring individual judgment, initiative and knowledge in carrying out procedures and applying laws and regulations. Attention-to-detail and accuracy is a must; as well as good organizational skills and judgment, courtesy and tact in dealing with the public and staff. This position requires a High School Diploma/GED Certificate recognized by the Wisconsin Department of Public Instruction and at least four years of progressively responsible statistical, typing and clerical experience. This is a part-time limited position and is not benefit eligible.

Interested employees may submit a resume and cover letter expressing your interests and qualifications either to the Human Resources Department, Room 204, City Hall, or email [humanresources@sheboyganwi.gov](mailto:humanresources@sheboyganwi.gov).

[humanresources@sheboyganwi.gov](mailto:humanresources@sheboyganwi.gov)

[www.sheboyganwi.gov](http://www.sheboyganwi.gov)

An Equal Opportunity Employer  
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