



City of Sheboygan Police Department Job Posting

TIME AGENCY COORDINATOR

Pay Grade: E
Non-Represented, Non-Exempt

2018 Pay Range: \$17.83 - \$24.13/hour

Posting Date: 1/31/2018 – 2/6/2018*
*Posting will remain open until position is filled. Applications received by February 6, 2018 will be reviewed first.

The City of Sheboygan is currently accepting resumes for the position of TIME Agency Coordinator. This full-time position is responsible for managing and/or coordinating the TIME System program (certification required), validating records throughout the department and training department personnel as needed. Responsible for TIME System audits and compliance through the development and/or maintenance of a policy and procedure manual. Also performs all duties of a Records Specialist Clerk. Hours of work are Monday thru Friday and may include some weekends and holidays.

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.

humanresources@sheboyganwi.gov
www.sheboyganwi.gov

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