



PRINEVILLE POLICE DEPARTMENT

400 E 3RD STREET
PRINEVILLE, OREGON 97754
(541) 447-4168
Fax: (541) 447-8619



June 16, 2008

City of Prineville Police Department is accepting applications for a Full-Time Office Tech Position.

Applicants must be 18 years of age, of good character and pass an extensive background investigation, have or be able to get a valid Oregon driver's license. Applicants must possess a high school diploma or a GED certificate. Applicants must pass a written test and a physical abilities test.

The Office Tech serves as the receptionist for the Police Department and is the first point of contact for the public and other law enforcement agencies as well as a variety of government and professional businesses. Typical duties include but are not limited to: operates the main business phone for the police department, performs general office support tasks as well as performs records duties, operates LEADS terminal, operates standard office equipment and maintains office and lobby area in a clean, orderly fashion. Applicants must be able to effectively use computer keyboards, modern computer software, telephone systems and both written and computerized resources.

Hours of work: Mon-Fri 8am-5pm with one hour lunch

Starting salary \$1,976.00/mo.

Applications available at 400 NE 3rd St, Prineville, Oregon 97754 or download the **"POLICE"** application from the City of Prineville web site. www.cityofprineville.com

Contact Communications Director Tobie Reynolds for more information. (541) 447-8324.

CLOSING DATE: July 7, 2008 at 5pm.

BENEFITS:

PERS retirement

City paid Employee/Family Medical, Dental, Optical Insurance after 1st full month of employment

8 hrs sick leave per month

11.5 paid holidays per year

8 hrs vacation leave per month

The Prineville Police Officer's Association represents non-Supervisory Employees

THOSE SELECTED FOR TESTING WILL BE NOTIFIED.