

COMMUNITY SERVICE AIDE Richland Center Police Department

The police department is looking for a motivated and qualified individual to fill the position of Community Service Aide. Duties include regulating parking within the city's business district along with varied clerical tasks including data processing, transcription, typing and record keeping.

Hourly wage: \$14.32/hr. increasing to \$14.82/hr after six months.

Excellent Benefits: Health insurance, Wisconsin Retirement, paid vacation and holidays, life and disability insurance, sick leave, overtime pay and longevity bonus.

Hours: M-F, 8:30 AM to 5:00 PM

Applicant requirements: graduation from high school, strong computer skills and clerical experience, proficient keyboarding and typing skills, valid driver's license, ability to walk extended distance to accomplish necessary parking enforcement duties.

Testing requirements: typing test, oral interview, medical exam, drug test and background investigation.

Applications may be obtained in person at the Richland Center Police Department, 470 S. Main Street or mailed to applicant by contacting the police department at (608) 647-2103.

Applications must be received by 4:30 PM on Wed. February 8, 2012

Member of AFSCME AFL-CIO

An equal opportunity employer