**City of Meriden**

**Vacancy Announcement**

**Temporary Clerical position for the City of Meriden Police Department**

 March 24, 2022

The City of Meriden is hiring a Temporary clerical position (up to 19.75 hours per week) to assist with providing general administrative support to the Chief of Police.  This position works under the supervision and the direction of the Chief of Police and/or his designee.

Examples of duties:

* The work requires that the employee have knowledge, skill and ability in the operations and procedures of a public safety office.
* Duties include mail processing, typing correspondence, preparing reports and record keeping; create and maintain work schedules.
* Ability to order supplies and clothing on an as needed basis
* Adapt as needed to a fast-paced Police Department environment
* No holidays, vacations or sick time
* Performs related work as required by the Chief of Police and/or his designee

Salary is $22.00 per hour.  Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications tohumanresources@meridenct.gov.  Applications are also available in the Meriden Human Resources Department, City Hall, 142 East Main Street. (M-F, 8:00 am to 5:00pm)

The position will remain open until filled.

E.O.E