



Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

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April 27, 2026

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: Scheduling Clerk – Police Department
Full Time – 40 Hour Work Week

SALARY: 31F \$26.10 to \$35.77 per hour (hired before 7/1/03)
\$26.10 to \$33.73 per hour (hired after 7/1/03)

NATURE OF WORK: Please read the attached job description.

QUALIFICATIONS: A high school diploma, including or supplemented by courses in business/payroll, plus 4 or more years of progressively responsible clerical experience, which may include scheduling or time tracking software, or an equivalent combination of education and qualifying experience substituting on a year for year basis.

Must be available to work mandatory overtime, including weekends and holidays.

HOW TO APPLY: Email applications to humanresource@meridenct.gov. Applications for Promotion/Transfer are available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Tuesday, May 5, 2026

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**SCHEDULING CLERK
MME Local #595**

General Description

This is highly responsible clerical and technical work at the advanced level involving Scheduling of all officers on a daily basis for overtime, private duty jobs and special events, emergencies, public contact, record keeping, and the processing of forms and other paperwork.

Work involves the responsibility for providing scheduling support to the Police Department. Duties include speaking with employees with supervisors about scheduling needs. Talking to outside vendors about their private duty needs and verifying the adherence to contract requirements. This position has the responsibility for making difficult, time-sensitive, clerical and technical decisions. The work requires the employee to have considerable knowledge, skill and ability in scheduling software or other time tracking software.

Supervision Received:

Works under the general supervision of the Deputy Chief of the Police Department. Position requires to be removed from direct supervision most of the time.

Examples of Duties:

Creates and maintains the daily list of work assignments for all officers. Routinely manipulates the daily schedule to ensure minimum staffing requirements are met. Schedules all overtime assignments based on the contract language. Also coordinates hiring of officers for special events that require an on-duty police officer.

Receives and records officer's requests for time off, maintains absence records, which includes vacation, sick time, earned time, worker's compensation, etc.

Creates, maintains and verifies the accuracy of the master bid shift roster for all officers, detectives, and administrative staff based on the various contracts.

Receives and maintains confidential information regarding worker's compensation and promotion status, as related to appropriate work assignments.

Explains private duty rates, billing, and other procedures to City companies needing to hire police officers for private duty for routine traffic control services, emergency roadwork and police protection at special events.

Examples of Duties: (continues)

Prepares invoices and submits them to outside vendors and City departments, for private duty traffic control services. Receives and records payments for private duties jobs, prepares and submits cash transmittals. Solely responsible for the collection of any delinquent payments for services rendered by the Police Department for traffic control services.

Interprets and explains applicable contractual language on time off to officers.

Answers payroll related questions from officers and administration staff.

Coordinates the scheduling of overflow private duty assignments with the Southington Police Department.

Enters payroll for department, when instructed to do so when Administrative Assistant is unable due to, time off. This includes the verification of hours worked, shift overtime, and private duty assignments.

Provides weekly reports to the Chief and/or command staff and provides records to Human Resources Department, Finance Department, City's legal staff and City administration to support time off and scheduling needs.

Maintains a filing system and files.

Trains new officers, as well as command staff on the use of the Police Scheduling Software System. Troubleshoots questions regarding the scheduling system. Contacts vendor, when necessary.

Related work as required

Knowledge Skills and Abilities:

Considerable ability to be highly organized and to self-prioritize daily duties without direct, daily supervision.

Considerable ability to work under time constraints, to work independently and methodically on various tasks. Ability to multi-task effectively.

Considerable ability to interpret contractual language regarding payroll coding.

Considerable knowledge of computerized scheduling systems. Good ability to train new officers and supervisors on the scheduling system. Ability to assist all staff with troubleshooting scheduling system issues.

Considerable knowledge of Microsoft Office, including Microsoft Word, Microsoft Excel, current email system, the ability to type and create various department forms.

Considerable skill in oral and written communication skills.

Considerable ability to follow written and oral directions.

Considerable ability to perform administrative procedures.

Qualifications:

A high school diploma, including or supplemented by courses in business/payroll, plus 4 or more years of progressively responsible clerical experience, which may include scheduling or time tracking software, or an equivalent combination of education and qualifying experience substituting on a year for year basis.