



**Position Title:**                    **Records Clerk**  
   **Full Time**  
   **FLSA Non Exempt**

**Hiring Salary Range:** \$13.01 to \$13.14 per hour DOQ, comprehensive benefit package includes health, vision, dental, and life insurance, gym membership, retirement, vacation, personal, and sick leave.

**Closing Date:** January 12, 2018 @ 5 p.m.

**Description of Duties:**

The City of Alamosa is seeking **Full-Time Records Clerk** to Perform a wide variety of secretarial/clerical duties. Receive, sort and distribute mail. Assists general public and departmental personnel with police related information. Maintains a variety of files and records. Processes arrest data. Types routine materials including letters, memoranda, reports, forms, bids, etc. Determines and collects fees. Recording trial dates, dockets, court proceedings, summons and subpoenas as required. Serves as back up to Office Supervisor/Evidence Custodian in compiling data and preparing routine weekly or monthly reports. Assists in the daily management of the Property and Evidence Room.

**Desired Qualifications:**

Preferred candidate should possess a minimum of a High School diploma or equivalent, an Associate's degree is preferred, but not required and a minimum of two (2) years of progressive experience in a similar position. Candidate must possess professional communication skills both written and oral, be computer competent, and have the ability to provide excellent customer service.

**Application Procedure:**

The City of Alamosa is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law EOE.

Submit City of Alamosa application, resume, and letter of interest to:

Human Resources Department  
City of Alamosa  
Post Office Box 419  
Alamosa, Colorado 81101  
719.587.2029 phone or 719-587-2553 Fax  
[amckinley@ci.alamosa.co.us](mailto:amckinley@ci.alamosa.co.us)

Applications can be found online at [www.cityofalamosa.org](http://www.cityofalamosa.org) under Job Opportunities or at the HR Department, 300 Hunt Avenue, Alamosa, Colorado.