

**51617 – CLERK (PART-TIME)  
CITY OF PARMA  
011 – POLICE DEPARTMENT**

**JOB SUMMARY**

The **Clerk (Part-Time)** performs a wide variety of general office assistance and clerical work, including audio and video redaction involving the use of computer-based video editing software. The incumbent reports directly to the Records Manager and indirectly to the Chief of Police. This position is “Unclassified” (not classified) within the Civil Service of the City of Parma.

**WORK ACTIVITIES**

Clerical Duties

- Responsible for redacting audio and video relating to public records requests\*
- Types reports and other materials from rough drafts, handwritten notes, verbal instruction or self-created information and data\*
- Accesses files for a variety of records and reports\*
- Files materials\*
- Operates standard office equipment\*

Other Duties

- Performs all other duties as assigned+

\*Denotes Essential Job Functions,

+Denotes Essential Job Functions, Scheduling Accommodations Possible

**TOOLS AND EQUIPMENT USED**

- Calculator/Adding Machine
- Copier
- Fax Machine
- Telephone
- Personal Computer

**JOB CONTEXT**

The **Clerk (Part-Time)** works approximately 24-29 hours per week as scheduled generally between 7:00a.m. and 4:30p.m., Monday through Friday. Assigned hours may vary and additional hours may be required during peak work volumes. This position is part-time and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Clerk (Part-Time)** performs his/her job duties within a temperature-controlled environment with moderate supervision. The incumbent spends a significant portion of the day in a seated position. The **Clerk (Part-Time)** will operate office equipment which requires continuous and repetitive arm, hand, and eye movements. The incumbent is evaluated by the Records Manager.

## **JOB QUALIFICATIONS**

### **Upon hire, a Clerk (Part-Time) must have:**

- Bachelor's degree related to computer graphics/design (*Preferred*)
- Prior work experience in the field of video/audio editing (*Preferred*)
- Knowledge of and ability to use personal computers and related software, specifically Microsoft Word and Excel
- Knowledge of modern office procedures, methods, and equipment
- Good verbal and written communication skills
- Ability to express ideas clearly and concisely, orally and in writing
- Ability to understand and follow oral and written instruction
- Good organizational skills
- Ability to organize and prioritize work assignments

### **After hire, a Clerk (Part-Time) must have:**

- Ability to understand the organization, operation and services of the Parma Police Department and various outside agencies as is necessary to perform assigned duties
- Ability to use sound judgement in following and applying pertinent laws, regulations, policies, and procedures that apply to the Parma Police Department
- Ability to meet critical deadlines
- Ability to exercise good judgement in maintaining critical and sensitive information, records and reports
- Knowledge of and the ability to use applicable office terminology, forms, documents, and procedures in the course of work
- Understanding of basic police terminology
- Ability to read, understand, and review documents for accuracy and relevant information
- Ability to type and enter data accurately at a speed necessary for successful job performance

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The salary range for the position of **Clerk (Part-Time)** is \$8.55 to \$9.99 per hour. The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://www.cityofparma-oh.gov/cityhall/personnel.aspx>. **A resume is required.**

Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. Applications submitted after 4:00p.m. on Tuesday, July 9, 2019 may not be considered for this vacancy but will be retained for future consideration for a period of two years.