

# City of Warrenton, Oregon

The City of Warrenton is seeking a qualified individual to serve as a **Police Clerk Assistant**.

This position is Part-Time, Non-Exempt, 20 hours a week, \$18.00/hour.

The Police Clerk Assistant, under the supervision of the Police Chief, with additional guidance from the Police Sergeants and the full-time Police Clerks. The Police Clerk Assistant will provide clerical and secretarial support for the Police Department, review and process confidential Police records, documents, correspondence, and reports. The position also prepares and enters data into the computer; processes, identifies, and prepares records and documents to be archived and purged according to written policy, procedures, guidelines, laws, standards, and best practices. The full job description is included in the hiring packet and in the job listing on the City website.

**The ideal candidate MUST have a full understanding of confidentiality and pass a background check, as well as an OSP Security Clearance, including fingerprint submission.**

## MINIMUM QUALIFICATIONS:

- Graduation from high school or G.E.D.
- General office/clerical experience or equivalent, including the use of computer programs such as word processing and spreadsheets in an office/clerical environment.
- Certifiable within one year at the LEDS "Inquiry" level.
- Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession, or delivery of a narcotic or other controlled substance.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

## LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:

- LEDS Inquiry certification within one year of the date of hire.

**Visit the City website for the complete job description.**

**TO APPLY:** Download the application packet at [www.warrentonoregon.us/jobs](http://www.warrentonoregon.us/jobs).

Mail application (resume and cover letter optional) to Chief Mathew Workman, City of Warrenton, PO Box 250, Warrenton, OR 97146, or email to [mworkman@warrentonoregon.us](mailto:mworkman@warrentonoregon.us).

**Open until filled. First Review Deadline 4:00 p.m. October 17, 2025.**

EOE.