

OFFICE ASSOCIATE POLICE DEPARTMENT, COLUMBUS, NE

Work involves the performance of clerical duties using independent judgment based on knowledge gained through work experience. Work problems involving departures from established policies and procedures are reviewed with superiors for final decision, but within general instructions. Normally incumbents develop their own procedures and independently carry work through to completion. Operate teletype for the Nebraska & National Crime Information Centers, receive disseminate and file confidential information, coordinate with other law enforcement and emergency service provider.

Pay Range is \$12.58 - \$16.58 and offers a competitive benefit package.

Obtain applications from the City Hall, 2424 14 St, Columbus, NE or download from the City of Columbus website. All applications must be submitted to Tammy Orender by Monday, August 26, 2019.