



POLICE RECORDS SECRETARY WHITE LAKE TOWNSHIP

The Charter Township of White Lake is accepting applications for a full time Police Records Secretary. This position performs a variety of functions to support the Police Department assisting Police Officers, citizens, and court personnel. This employee supports the daily activities of the department including recordkeeping and generating documents for the courts, receives and processes time sensitive documents, and processes reports in accordance with the Freedom of Information Act.

Other job functions include but are not limited to performing criminal background checks, registering firearms with the state of Michigan, processing arrest reports and entering warrants into the LEIN system.

Computer experience required. Prior experience working with the courts or police records preferred. L.E.I.N. and C.L.E.M.I.S. also preferred. Salary range: \$48,680 through \$52,140 with a comprehensive benefit plan including Blue Cross Blue Shield health insurance, optical, dental and life insurance, an Employee Assistance Program and MERS defined pension.

Applications and job description are available at <https://www.whitelaketwp.com/jobs>. Please submit your completed application and resume to White Lake Township / Human Resources, 7525 Highland Road, White Lake, MI 48383. Applications will be accepted until the position is filled.

White Lake is an Equal Opportunity Employer – M/F/D/V

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