

The City of Dunwoody Police Department is currently accepting applications for two (2) open Police Service Representative positions.

These positions perform responsible clerical functions within the Administrative Division of the Police Department. These positions are responsible for retrieving police reports; processing citations; verifying, retrieving, entering and changing information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer system.

Essential Duties and Responsibilities:

- Processes citations, checks computer records, and files records generated by the department
- Teletypes police messages to and from other agencies
- Performs duties at the front desk including operating the telephone switchboard, assisting citizens, and bonding people out of jail
- Assists general public in obtaining reports and information and collects money for various services
- Answers phones and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry, and writes supplemental report to upgrade information
- Verifies GCIC/NCIC entries
- Runs suspended and revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies
- Conducts criminal history checks as needed to process case files and other requests
- Monitors internal security system

Minimum Requirements:

- High School graduate or GED
- Minimum of two (2) years experience in an office clerical position preferably in a police environment
- An equivalent combination of education and experience may be acceptable
- Knowledge of state laws, practices and procedures relating to municipal police departments
- Ability to pass the Georgia Crime Information Center certification test
- Required to work shift work (open 24 hours a day) on a rotating 12-hour schedule

Salary:

- \$29,500 - \$42,100

Benefits:

- Vacation Leave
- Holidays
- Sick Leave
- 100% City-Paid Employee Medical Insurance
- 100% City-Paid Employee Dental Insurance
- Vision Insurance
- 100% City-Paid Employee Life/AD&D Insurance
- 100% City-Paid Employee Short-Term Disability Insurance
- 100% City-Paid Employee Long-Term Disability Insurance
- Flexible Spending Accounts (FSA)
- Retirement Savings Plans

- Employee Assistance Program (EAP)
- Education Assistance

For consideration, please send your completed application and consent form to jobs@dunwoodyga.gov or mail them to:

Dunwoody Police Department
Background/Recruitment
41 Perimeter Center East, Suite 100
Dunwoody, GA 30346

[Dunwoody Police Department Application](#)

[Dunwoody Police Department Authorization for Release](#)

Only candidates that meet all the minimum requirements above will be considered.