



JOB ANNOUNCEMENT

POLICE AIDE

Police Aide - Town of Clarkdale, AZ, population 4,100 - Starting Range: \$13.94 - \$18.12 per hour, DOQ. Our Police Department seeks a Police Aide who, under direction of the Police Chief, performs administrative tasks in support of the Police Department, providing direct assistance to the Chief, Sergeants and Patrol Officers and the public at large. Responsibilities include general office and advanced level administrative work with confidential, restricted and sensitive information as well as a performing a variety of non-certified policing tasks. Candidate must successfully pass background investigation and polygraph. This is a front desk position providing customer service and assistance to incoming visitors and phone callers.

Please view the full job description and employment application at:

- Town website: <http://www.clarkdale.az.gov/employment.html>, or
- Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324.

A required and completed Clarkdale employment application and supporting information should be delivered to Human Resources located at the above address. The deadline for first review of submissions is 5:00 p.m. (MST) Monday, January 19, 2015. The Town of Clarkdale is an Equal Opportunity (EOE).