

Plover Police Department Records Specialist

The Plover Police Department has an immediate opening for a full-time (Mon - Fri 7:30am-4:30pm). Records Specialist. The position is expected to provide assistance to citizens over the phone or over the counter/walk ins. Expectations also include responding to open records requests, records checks, and various other records management issues pertaining to law enforcement practices, include filing of court documents and providing various communications between other government agencies, law firms, and the public.

Plover Police Department is looking for the individual to be multi-task oriented, highly responsible and possess exceptional records management skills. The candidate must be able to maintain a computerized and paper filing system with a high degree of proficiency using MS Word and Excel.

Must have a High School Diploma or GED be at least 21 years of age, possess a valid driver's license and have no prior criminal history. The ability and proven history of working cooperatively in a constructive manner with other personnel in a professional work environment is necessary.

The ability and willingness to perform other duties, special tasks and responsibilities as assigned.

Candidates with experience in a law enforcement and working with the Tritech or a similar records management system will be a plus.

Application deadline: August 18th, 2016 at 4:00pm – Background investigations, pre employment screening and oral interviews will follow to candidates who meet the specified criteria.

Applications can be obtained in person at Plover Police Department or via email request to cknippel@ploverwi.gov.

Chief Daniel F. Ault
Plover Police Department
2420 Post Rd.
Plover, WI 54467
715-345-5255
www.ploverpolice.com

2400 Post Road
PO Box 37
Plover, WI 54467

VILLAGE OF PLOVER
EMPLOYMENT APPLICATION

Affirmative Action
Equal Opportunity Employer

PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY

TITLE OF POSITION APPLIED FOR:

NAME (LAST, FIRST, MI)

SOCIAL SECURITY #

MAY WE CALL YOU AT WORK?

YES NO

COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

VALID WISCONSIN DRIVER'S
LICENSE? YES NO

HOME PHONE

WORK PHONE

CELL PHONE

CLASS B CDL LICENSE W/AIR BRAKE
ENDORSEMENT YES NO

DATE YOU COULD START

ON OR AFTER

EMAIL ADDRESS

LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME

LOCATION (CITY/STATE)

COLLEGE/UNIVERSITY NAME

TYPE OF DEGREE

MAJOR

TECHNICAL/BUSINESS SCHOOL NAME

TYPE OF DEGREE

MAJOR

ADDITIONAL COLLEGE/TECHNICAL
SCHOOL NAME

TYPE OF DEGREE

MAJOR

LIST SPECIALIZED TRAINING

LIST CURRENT PROFESSIONAL CERTIFICATION(S)

SPECIAL SKILLS OR QUALIFICATIONS

OFFICE WORK: THE FOLLOWING INFORMATION MUST BE
PROVIDED IF YOU ARE APPLYING FOR POSITIONS REQUIRING
TYPING ABILITY OR COMPUTER SKILLS.

NUMBER OF WORDS PER MINUTE: _____

EXPERIENCE WITH PERSONAL COMPUTER YES NO

LIST SOFTWARE YOU ARE FAMILIAR WITH: _____

LIST OFFICE MACHINES, SPECIALIZED
EQUIPMENT WHICH YOU CAN OPERATE
SKILLFULLY: _____

EXPERIENCE IN TRANSCRIBING MECHANICALLY
RECORDED MATERIAL YES NO

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR?
(PLEASE REFER TO JOB DESCRIPTION) YES NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL
FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING
CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN
MERITS) YES NO IF YES, PLEASE EXPLAIN:

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS, HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		

PERSONAL REFERENCES (Excluding relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

SIGNATURE OF APPLICANT

DATE