



**Position Title:** Part-Time Clerk – Assessment Center

**Job Code:** 8300

**Reports To:** Staff Associate

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Classified Clerk is responsible for a wide range of clerical and administrative support duties for the Assessment Center.

**Duties & Responsibilities:**

- Assists with conducting orientation for entry-level police officer exam
- Assists in proctoring exam for entry-level police officer and law enforcement promotions
- Sets up testing rooms and audio-visual equipment for entry-level police officer exams
- Assists in conducting entry-level record evaluations and assists in supervising law enforcement personnel participating in entry-level record evaluations
- Assists in supervising national pool of law enforcement personnel participating in promotional record evaluations both on-site and off-site
- Monitors audio visual equipment as needed during orientation sessions for promotional law enforcement assessments
- Types correspondence and reports for entry level police officer positions for Miami-Dade Police Department
- Enters and verifies data on Excel spreadsheet for all entry level police officer applicants or promotional candidates
- Coordinates travel and hotel accommodations for law enforcement personnel nationwide
- Responds to telephone inquiries from applicants, law enforcement personnel, college personnel and assists with the coordination of special events
- Performs general clerical tasks, such as: faxing, photocopying, filing, printing, binding, laminating, delivering and picking up the mail, picking up petty cash, making check deposits
- Assists with the coordination of preparing and transporting highly confidential law enforcement promotional records, material and equipment to off-site locations for promotional record evaluations
- Assists with purging and archiving test records for retrieval and record retention
- Lifts and moves boxes and equipment as required.
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School Diploma required
- Proficient in Microsoft Office applications, MS Word, MS Excel, and MS PowerPoint
- Excellent communication, interpersonal and customer relation skills
- Ability to follow oral and written instructions
- Flexibility to work nights and occasional weekends and at off-site locations

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name