

JOB POSTING

The City of Silsbee Police Department has a job opening for the position of Records Clerk. This position requires communication with the public in the form of telephone and face to face dialogue. This job requires a person to be trainable in Open Records Laws, must be skilled in the ability to communicate professionally with attorneys, the Office of the Governor and the public via telephone, email and official documentation. Must be trainable on multiple databases, computer programs and the compiling of criminal cases to include video evidence, 911 logs and calls, audio recording evidence and documentation. Must be able to pass a complete background check, and be hardworking, self-motivated, honest and trustworthy.

This position will be open until filled.

Please pick up an application at the Silsbee Police Department or at www.cityofsilsbee.com . The application can be turned in to Chief Shawn Blackwell in person or sent by email to sblackwell@cityofsilsbee.com

The City of Silsbee is an Equal Opportunity Employer. We do not discriminate based on age, race, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor.