The Signal Mountain Police Department is now accepting applications for the position of:

**RECORDS CLERK**

The Town of Signal Mountain is seeking professional candidates for the position of Records Clerk. Under the general direction of the Administrative Captain, the Records Clerk is responsible for processing police incident and arrest reports, citations, and other police records in the department’s records management system, including reviewing and classifying and filing reports.

The candidate must have:

- Minimum 18 years of age;
- High School Diploma or equivalent
- Basic certification in NCIC/TCIC and TAC preferred.
- Applicants must pass background and driver history check; and drug screen.

Responsibilities include, but not limited to: Function as the department’s TIBRS Reporting Agency Coordinator (RAC) and CJIS Terminal Agency Coordinator (TAC). Ensure the department is compliant with police records management system regulations, including NCIC, TCIC and TIBRS. Answer phones, direct calls and make copies of reports for officers and the public and other duties as assigned.

The Town offers a competitive entry level wage based on certifications, education and experience. $37,343 to $46,471. The town also offers a comprehensive benefit package which includes: sick and vacation leave, ten paid holidays, medical, dental, and vision insurance, long term disability, Tennessee Consolidated Retirement System, section 457 Deferred Compensation Plan, section 125 flexible benefit plan and college tuition reimbursement and professional development.

Applications with copies of current certification(s) and a short resume can be submitted:

1) In person between the hours of 8:00 and 4:30, Monday through Friday at: Signal Mountain Police Department, 1111 Ridgeway Ave., Signal Mountain, TN 37377
2) Mailed directly to Signal Mountain Police Department, ATTN: Administrative Assistant, 1111 Ridgeway Ave., Signal Mountain, TN 37377
3) Emailed to: policeinfo@signalmountaintn.gov
4) Faxed to: 423-886-2137.

For an application, go to [www.signalmountaintn.gov](http://www.signalmountaintn.gov) (appl. is under Employment Opportunity on the right), call (423)886-2124 or scan the QR code. **Applications accepted through Friday, October 27, 2023**

*It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.*