Screening Criteria

Qualifying Criteria

. Four (4) years of progressively responsible clerical experience

. One (1) year of supervisory experience in the above area or an equivalent combination of training and experience

Certification Criteria

. Previous experience (at least 4 years) in positions involving the processing, maintenance and security of police records in accordance with regulations

. Previous supervisory experience (at least 1 year) over positions involving the above

. Previous satisfactory performance in positions involving the above in the: *
  a) Section
  b) Division
  c) Department
  d) City

Hiring Criteria

. Quality and relevance of previous job experience (see Certification Criteria for examples)

. Quality and relevance of supervisory experience

. Previous satisfactory performance in positions involving similar duties (see Certification Criteria for examples) in the: *
  a) Section
  b) Department
  c) City

. Written communication skills (sufficient to prepare budget, period reports, directives, letters and training material)

. Oral communication skills (sufficient to conduct and participate in meetings and training sessions)

* Specify preferred level on Request for Hire Form.