



City of Pigeon Forge Police Department

Full-Time Records Clerk

Job Description: This position is responsible administrative and accounting work assisting with a variety of law enforcement functions and processes for the City of Pigeon Forge. Activities associated with the job include responding to inquiries regarding reports, citations, general requests for information and complaints including how to file reports, what are fines associated with citations, court dates and times, acceptable methods of payment, etc. and providing information about the Department of Safety point system and the Financial Responsibility Law including the suspension of licenses for failure to provide proof of insurance.

Qualifications: Graduation from an accredited four year high school; a minimum of three years' experience performing office administrative functions; considerable knowledge of city court and local law enforcement operations including local ordinances preferred; strong organizational, interpersonal and decision making skills; ability to accurately deal with detailed, confidential and complex information; possess a valid Tennessee Driver's License; cannot have a conviction or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.

Benefits: The City of Pigeon Forge offers a competitive benefit package to their full-time employees which includes paid medical/dental/vision insurance for individual and family coverage, life insurance, long-term disability, and Holiday. Upon hire, paid leave is offered according to policy for Vacation, Sick and Personal time. A retirement plan is also offered once eligibility is met.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link. Applications may be picked up M-F, 8:00 a.m. to 4:30 p.m. at the: Pigeon Forge Police Department, 3225 Rena Street, Pigeon Forge, TN 37863. Mail Applications to: City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350. **Applications/Resumes will be accepted till Wednesday, November 4, 2020.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, baseline physical, driving history check, and drug testing in accordance with City policy.