



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Closed: November 22, 2011

**INTERNAL JOB POSTING
Records Technician
Full Time
Monthly Salary: \$2,676**

JOB SUMMARY:

Performs data entry of police records and reports and maintains files and retrieves data by searching/investigating the information contained in the files.

MINIMUM QUALIFICATIONS:

- Must possess a High School Diploma or GED
- Must possess a valid Texas Drivers License
- Must possess keyboarding skills of 40 wpm
- Must have working knowledge of office equipment, such as fax machine, copier, and microfilm
- Must be able to lift and/or move up to 25 pounds

SKILLS AND EXPERIENCE:

- Ability to assist the public, police officers, investigators and other government agencies by retrieving reports and requested information
- Demonstrated effective oral communication skills in presenting information one-on-one and in small group situations to customers, clients, and other city employees
- Basic knowledge of computer software, such as Microsoft Word, Microsoft Excel, Windows, etc.
- Ability to prepare files for microfilming, to verify accuracy of material for filing, and to dispose of outdated data in accordance with legal schedule

TO APPLY:

Candidates must complete an internal application with supervisor's signature, and submit this form to the Human Resources Division. Internal applications are available via city shared computer files @ S: \ READONLY \ HR Forms \ Internal Applications & Forms \ Internal Application.doc or may be obtained from Human Resources. Interested internal applicants may only apply for one position at a time. Personal History Statement must be completed and turned in with internal application.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer