



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

Open: April 17, 2014  
Close: Until Filled

**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
- Must demonstrate effective oral communication skills in presenting information one-on-one and in small group situations to customers, clients, and other city employees
- Must have basic knowledge of computer software, such as Microsoft Word, Microsoft Excel, Windows.
- Ability to prepare files for microfilming, to verify accuracy of material for filing, and to dispose of outdated data in accordance with legal schedule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:**

**Online applications will not be accepted for this position.** Please print and complete the application with attached Personal History Statement provided at [www.bedfordtx.gov/hr](http://www.bedfordtx.gov/hr) or pick up an application and Personal History Statement from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

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