

**City of Lauderhill
Employment Opportunity
07/19/10
Open-Competitive**

**Job Title: Support Service Aide I (Part-Time)
Police Department**

Salary:

\$ 13.08 per hour

Job Description:

Under general supervision, employees in this classification perform technical and administrative support work. Position is responsible for assisting Police Officers, providing communication services, assisting the public, and performing other administrative functions. Performs related work as directed.

Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.

Qualification Requirements:

High School diploma or GED; supplemented by up to 6 months previous experience in record keeping, customer service and administrative support work.

Position includes data entry, two-way radio communications, customer service, and **requires shift work, nights, weekends, and holidays.** FCIC Certification preferred.

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Open until filled.

Applicant must file a complete application and attach copy of High School Diploma or GED and relevant certifications as indicated above. Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd. Suite 338, Lauderhill, Florida 33313, from 7:30 A.M. to 5:45 P.M., Monday thru Thursday.

Benefits:

None

**Equal Opportunity and Affirmative Action Employer/M-T/D/V
Pre-employment Polygraph, Physical, Drug and Alcohol Screening**