

**CITY OF NEPTUNE BEACH**  
**JOB ANNOUNCEMENT**  
**Records Specialist (Police Department) – FULL TIME**

**DESCRIPTION**

The City of Neptune Beach Police Department is seeking applications for Records Specialist. The Records Specialist is appointed by the Police Chief and reports directly to the Services Division Supervisor. The incumbent of this position performs responsible clerical duties; filing, researching records, data entry, and assisting the Services Division Supervisor with other related work. The speed and accuracy with which information flows through the communications section is a measure of the police department's capability to respond to the needs of the community.

Therefore, the incumbent may also serve as a relief communications officer and/or convey information from the public to the communications section who in turn informs the responding officers, other agencies, or for input into information storage and retrieval systems.

**QUALIFICATIONS**

High School Diploma/GED. Ability to successfully complete entry level test. Ability to withstand a background investigation. Ability to pass pre-employment physical and drug tests, as required by the City of Neptune Beach. Have experience in dealing with the public.

**APPLICATION PROCESS**

Qualified applicants may obtain an application here:

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

**Open until filled**

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Mrs. Catherine Ponson  
116 First Street  
Neptune Beach, Florida 32266  
[Clerk@nbfl.us](mailto:Clerk@nbfl.us)

EOE

**If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.**