

CITY OF SELMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334)876-1218 with any questions. Email resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS, AND RESUMES ACCEPTED UNTIL WEDNESDAY, MAY 6, 2026

Position: Desk Clerk

Department: Police Department

Reports To: Captain

Status: Safety-Sensitive Position

Job Summary:

Under the supervision of the Captain, the Desk Clerk performs administrative and receptionist duties for the Police Department. Responsibilities include assisting the public, preparing and processing reports, maintaining records, and supporting departmental operations. Work is performed according to established procedures and is reviewed upon completion.

Key Responsibilities:

- Serve as a receptionist for citizens entering the department
- Generate and process incident, accident, and arrest reports
- Enter and maintain data in the NCIC system
- Assist the public with filing reports and general inquiries
- Maintain departmental files and records
- Process citations and documentation
- Handle cash transactions and prepare deposits
- Distribute reports and internal documents
- Assist officers with records and administrative support
- Process incoming and outgoing mail
- Prepare correspondence and meeting minutes

Minimum Qualifications:

- High school diploma or GED
- Minimum of two (2) years of office or administrative experience (law enforcement preferred)
- Valid driver's license and insurable
- Ability to pass background check and drug screening
- Ability to work non-standard hours

Skills & Abilities:

- Strong communication and customer service skills
- Basic computer and data entry proficiency
- Organizational and multitasking abilities
- Ability to maintain confidentiality
- Ability to remain composed in stressful situations

Work Environment:

Primarily an office setting with occasional physical activity, including standing, walking, and lifting files.

Equal Opportunity Employer Statement:

The City of Selma is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, national origin, gender, age, disability, veteran status, or any other protected characteristic under applicable law.