CITY OF HAMILTON
POSITION DESCRIPTION

Title: Police Records and Evidence Clerk
Department: Police
Reports to: Police Chief
Job Type: Full-Time
Work Location: In Person

JOB OVERVIEW:

The Police Records and Evidence Clerk plays a vital role in supporting the administrative functions of a police department. This position involves a variety of clerical and legal tasks that ensure the smooth operation of daily activities. The ideal candidate will possess strong organizational skills, attention to detail, and a commitment to maintaining confidentiality in all matters.

SUMMARY OF WORK:

Performs a variety of routine clerical, secretarial and administrative work in keeping official records, providing administrative support to the police command staff, maintaining detailed records for chain of custody, and maintaining the integrity of evidence.

General:

Must be 18 years or older at the time of employment, no felony convictions or disqualifying criminal histories within the last seven years; must be able to read and write the English language.

Education and Experience:

A. High school diploma or GED equivalent; and

B. Two years of general office, communications, or records management experience (preferred but not required).

This position requires proficiency in computer systems and office equipment.

Necessary Knowledge, Skills and Abilities:

A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; and

B. Skill in operation of listed tools and equipment; and

C. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; and

D. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; and

E. Ability to learn the applicable laws, ordinances, department rules and regulations, police record keeping programs, police radio procedures; and

F. Ability to establish and maintain effective working relationships with peers and supervisors; ability to follow verbal and written instructions; ability to learn the City’s geography.

G. Perform data entry tasks accurately and efficiently to maintain up-to-date records.

H. Handle cash transactions and manage financial records as required.

I. Provide administrative support, including scheduling appointments, managing files, and organizing documents.

J. Maintain an organized workspace and ensure compliance with legal protocols and procedures.

K. Ability to perform clerical tasks with attention to detail while maintaining confidentiality.

Benefits and Pay:

Pay: $23.13/hr. per Hamilton Police Association Collective Bargaining Agreement

Full benefit package to include the following:

· Vacation Benefits

· Holidays

· Compensatory time and/or flexible schedule

· Workers' Compensation Insurance

· Sick Leave Benefits

· Jury and Witness Duty Leave

· Benefits Continuation (COBRA)

· Group Health Insurance including Vision and Dental

· Health or Medical Savings Account contributions

· Opt-out insurance arrangement

· Sick Leave Donation Policy

· Rest Periods

· Family Medical Leave

· Military Leave

· Maternity and Parental Leave

· Public Employee Retirement

· Life Insurance

· Employee Assistance / Post Intervention Emotional Support Program

· Gym Membership reimbursement of up to $40/month

To Apply:

Submit a City of Hamilton job application, cover letter and resume by email to police@cityofhamilton.net or by mail to City of Hamilton, Attn: Magdalena Velgersdyk, 910 W. Main Street, Hamilton, MT 59840. The first review will begin on November 23, 2026, and applications will be open until the position is filled.