

Part Time Property Clerk

The City of Oshkosh is accepting applications for a 20 hr per week part time position involving a variety of complex duties related to the acceptance, control and disposition of found, recovered and evidentiary property of the Oshkosh Police Department. Duties include but are not limited to: receiving inventory and storing all evidence and found property; maintaining detailed records and following evidence compliance procedures, and coordinating the proper release of evidence and property. Associate degree in criminal justice, office management, MIS or related field is desired. Salary is \$14.02/hr plus an excellent benefit package. Days (including weekends) and hours vary. To obtain an application and complete job description, please call the Personnel Department at 920-236-5110 or visit the city website, http://ci.oshkosh.wi.us/Personnel/Open_Jobs.htm. Submit applications to: City of Oshkosh Personnel, 215 Church Ave, PO Box 1130, Oshkosh WI 54903-1130. Applications need to be received by 2/25/10. Resumes without an application will not be considered. EOE, M/F/H.