



GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

Vacancy Announcement

Position Title: Clerical Assistant (Investigative Clerk)
Salary Range: \$37,927 – 49,780.00, based on relevant work experience
Posted: September 13, 2016
Closing Date: October 13, 2016

Introduction

The Office of Police Complaints (OPC) is a District of Columbia Government agency that receives, investigates, and resolves police misconduct complaints filed by the public against officers of the Metropolitan Police Department (MPD) and D.C. Housing Authority Office of Public Safety (OPS).

Responsibilities

The primary duty of the Investigative Clerk is to support the Investigative Unit with administrative tasks. Specifically, the Investigative Clerk conducts complaint intake duties including recording incoming citizen complaints and maintaining those files, conducting complainant contacts and interviews to elicit information and explain the OPC complaint processes, and preparing detailed case summaries as well as other written documentation and correspondence. The Investigative Clerk also organizes and maintains multiple complex filing systems, logs, and databases. The clerk further compiles and evaluates data and other information as needed for reports and projects. In addition to Investigative Unit support, the clerk provides coverage of receptionist desk when needed, conducts intra-agency correspondence deliveries, and performs other related duties as assigned.

Qualifications

The Investigative Clerk must be organized and detail oriented, have the ability to complete multiple tasks with overlapping deadlines, and be adaptable to changing priorities and duties. The clerk must also have good spelling, grammar, punctuation, and computer skills, as well as good customer service skills.

Education

High School Diploma required. Completion of 60 or more college credits preferred.

Work Experience

1-2 years of experience working in an office setting where primary duties include administrative and clerical tasks.

To Apply Go To: <http://careers.dc.gov/> and search using Requisition number JO-1609-6576

The District of Columbia is an equal opportunity employer

For more information about OPC, please visit the agency's website: www.policecomplaints.dc.gov