

DATA ENTRY CLERK
POLICE DEPARTMENT
FULL-TIME

Beginning salary \$23,274.00, depending upon qualifications. High school graduate or equivalent. Experience with computers, data processing equipment and other office equipment preferred. Involves the processing, filing, and handling of police records, reports and citations. Applications available from the City Human Resource Office, 300 Lee Street, Suite 209, Bristol, VA and the Virginia Employment Commission, 192 Bristol East Road, Bristol, VA, Monday through Friday, 8:30—4:30. Applications are also available on the City's website at www.bristolva.org under Employment. No phone calls. Deadline for applications is December 26, 2011.

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