



FORSYTH POLICE DEPARTMENT

Woodrow W. Blue, Jr. - Chief of Police

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JOB ANNOUNCEMENT

The City of Forsyth Police Department is currently seeking a full-time Administrative – Record Clerk. This position requires effective communication skills, organizational skills, time management skills, and attention to detail is essential for this job. Qualified candidates must have experience working in a professional office setting and demonstrate a positive, professional demeanor. The applicant must be proficient in Microsoft software. Responsibilities include customer service, data entry, basic reception skills, filing, and the willingness to collaborate with an effective team. Must be able to obtain a Terminal Agency Coordinator within 6 months. Knowledge of UCR and NIBRS preferred.

The City of Forsyth offers a comprehensive total compensation package including competitive wages, benefits package, paid leave, and retirement options. Salary range is \$31,000,00 – \$37,000 DOQ.

Interested applicants may pick up a copy of the job description and application online or at the Forsyth Police Department. All applications should be returned by 1700 hours on March 3rd, 2025.