

**SMITHFIELD POLICE DEPARTMENT**

Detective Clerk  
Applicant Information Booklet



Richard P. St.Sauveur, Jr.  
Chief of Police

Mr. Randy R. Rossi  
Town Manager



The Town of Smithfield is seeking a qualified candidate to fill the full-time position of Detective Clerk. This Applicant Information Booklet will provide you with the minimum hiring requirements, various phases of the applicant selection process, salary, and other miscellaneous information. It is anticipated that the selection process will take 4-6 weeks to complete. Previous candidates must reapply.

### **MINIMUM HIRING REQUIREMENTS**

To be considered for the Detective Clerk position, an applicant:

- Must have a H.S. diploma or G.E.D.
- Must be a citizen of the United States;
- Must possess proficiency in typing skills;

- Must possess proficiency in Microsoft Word;
- Must possess exceptional verbal and written communication skills;
- Must possess prior experience with law enforcement prosecution related tasks or prior experience as a criminal court/traffic tribunal clerk;

### **APPLICANT BACKGROUND INVESTIGATION**

- Applicants will have an extensive background investigation conducted by the Smithfield Police Department, including, but not limited to, past employment records, educational background,

criminal history, consumer credit history, community reputation, military service and overall character.

### **ORAL REVIEW BOARDS**

- Applicants eligible for further processing must appear before initial and final Oral Review Boards.

### **MEDICAL EXAMINATION**

- Applicants determined eligible for further processing must pass a medical examination and drug screening.

### **MISCELLANEOUS**

- Upon appointment, the Detective Clerk shall serve a six (6) month probation period.

### **SALARY AND BENEFITS**

- Union position with health benefits and pension plan. Current annual salary is \$61,351.16 (minus 5% during probation period).

**THE TOWN OF SMITHFIELD  
IS AN EQUAL OPPORTUNITY  
EMPLOYER**