

**Town of Berthoud Police Department  
Announcement of Available Position**

**Reserve Dispatcher/Records Management Clerks (Volunteer, unpaid positions)**

**Application Deadline:** open

The Berthoud Police Department is currently accepting applications for the position of Reserve Dispatcher/Records Management Clerks. This growing department currently employs 8 full time Patrol Officers, 1 Code Enforcement Officer, the Chief of Police and 1 full time Dispatcher/Records/Support Staff Person.

Reserve (unpaid) Dispatchers/Records Clerks of the department are responsible for cooperation with full time Dispatcher/Records Clerk/Administrative Assistant to dispatch Officers of the Department to calls for service, answer telephone inquiries for the Department and complete Police Records Management functions under the supervision of the Lead Dispatcher/Records Clerk/Administrative Assistant.

**Qualifications:**

- must be at least 18 Years Old,
- must be U.S. Citizen,
- must have not committed or been convicted of any Felony offense or serious Misdemeanor offense,
- must pass extensive background investigation,

Current illegal drug use will disqualify applicant (History of Certain Drug usage will disqualify).

Send Letter of Interest, Application and Resume to:

Chief of Police

Town of Berthoud

P.O. Box 1229

Berthoud, CO 80513

Or e-mail to:

[gjohnson@berthoud.org](mailto:gjohnson@berthoud.org)

Applications are available on the Town of Berthoud website at [www.berthoud.org](http://www.berthoud.org) or by request from the Berthoud Police Department.