



- **Monday-Friday**
 - **29hrs/wk**
- **Benefits package**



WE ARE HIRING

PART-TIME POLICE RECORDS OFFICE ASSISTANT

- High school diploma or equivalent
- (1) year office/customer service experience
- Strong communication & organization skills
- Pass pre-employment background check, physical, and drug screen required



Apply Today

www.cedarfalls.com/jobs

Deadline to Apply: October 12, 2026, 12:00 p.m.