



HUMAN RESOURCES DEPARTMENT  
CITY OF WHEELING, SUITE 301  
1500 CHAPLINE STREET  
WHEELING, WV 26003

**Civilian Intake Coordinator  
City of Wheeling**

The Municipal Civil Service Commission will be giving an exam for the position of **Civilian Intake Coordinator**. The list established from such exam will be utilized for hiring of this position for up to the next 2 years.

The **Civilian Intake Coordinator** is responsible for supporting the front desk including answering phones, operating police radio system, conducting warrant and protection order checks, and assisting walk-in requests. Under certain circumstances may take and complete police reports. Receives and accounts for monies associated with generate reports. Performs other duties as assigned.

Position requires: High school diploma or GED, and two (2) years of secretarial or clerical work. Public Relations experience is preferred. An equivalent combination of experience and education may be substituted for the above qualifications.

Starting salary is \$12.50 with an increase after six months. Excellent benefits package. Only applicants possessing the above mentioned qualifications will be eligible to take the exam.

Interested applicants should apply at WV Job Service, 1275 Warwood Avenue. (Warwood Shopping Plaza), Wheeling, WV through Friday, July 21, 2017. Please do not contact or send resumes directly to the City of Wheeling.

**No telephone calls, please.  
EOE**