



VAN BUREN POLICE DEPARTMENT

800 Fayetteville Road
Van Buren, Arkansas 72956
479-474-1234

Receptionist / Clerk City of Van Buren, AR

The City of Van Buren Police Department is currently accepting applications for the position of Receptionist/Clerk.

Applicants must be a US Citizen with no disqualifying convictions, possess a high school diploma or GED and a valid driver's license. Vision may be no worse than 20/100 correctible to 20/20. Applicants must be at least 21 years of age at the time of hire.

Starting pay is \$30,416.88 annually plus medical, dental, vision, life, and retirement benefits.

Applications may be picked up at the Van Buren Police Department Information Desk, Monday thru Friday, between the hours of 8:00 am to 12:00pm and 1:00pm to 4:30 pm, 800 Fayetteville Road, Van Buren, AR or by calling (479)471-5022.

Applications will not be accepted after 3:00 pm on December 10, 2021.

Applicants will be required to successfully pass a drug screen, background investigation, polygraph test, and interviews.

Equal Opportunity Employer