



NOW HIRING: DEPUTY POLICE CLERK

City of Reading Police Department

Serve with pride. Protect the community. Build your career in Reading, Ohio.

Salary

- Salary Range \$60,798.40 - \$68,827.20 annually
 - Starting salary dependent on qualifications and experience

How to Apply

- Applications available: Fillable PDF online at <https://www.readingohio.org> or in person at City Municipal Offices, 1000 Market St., 2nd Floor, Reading, OH 45215, Monday-Friday, 8:30 a.m.-4:00 p.m.
- Application deadline: Friday, October 9th, 2026 by 4:00 p.m.
- Submit applications: Drop off at City Municipal Offices or email Int. Chief Daniel Flottesmesch at dflottesmesch@readingpolice.org
- Written exam: Saturday, October 17th at 9:00 a.m., Reading Council Chambers, 1000 Market St., 2nd Floor, Reading, OH 45215

Minimum Qualifications

- High School Diploma or GED
- Three (3) years of responsible work experience
- Able to interact with the public, agencies and staff on all levels
- Modern office practices and procedures, including computer software such as spreadsheets, word processing, and other databases
- Maintain confidentiality of information
- Communicate effectively and maintain working relationships
- Must possess valid driver's license
- Preferred qualifications
 - RCIC/LEADS certifications
 - Responsibility for validations of all agency records

Additional Credit Available

- Military credit: 20%
- To receive the credit, proper proof of acceptable service in the Armed Forces must be submitted with the application.

Benefits & Schedule

Reading offers a strong benefits package including health dental, and vision insurance with 85% of premiums paid for by the city. The city covers 90% of the annual deductible paid by the city through a Health Savings Account (HSA) if a High Deductible Plan is chosen. A \$25,000 life insurance policy is provided. Employees receive generous paid vacation, sick leave, personal days, holidays, a yearly clothing allowance, longevity benefits, membership with Ohio Public Employee Retirement System(OPERS) and additional benefits.

The City of Reading is an Equal Opportunity Employer.