

Staffing Proposal for Police Department Administrative Clerk Town of Cottage City

Submitted By: Robert Half – Administrative & Customer Support Practice

1. Introduction

Robert Half is pleased to submit this staffing proposal to support the Town of Cottage City Police Department with a highly qualified Police Department Administrative Clerk. As a global leader in administrative and government-support staffing, Robert Half provides experienced professionals that excel on the tasks provided.

2. Position Overview: Police Department Administrative Clerk

The Police Department Administrative Clerk will coordinate and manage clerical, financial, and recordkeeping functions for the Cottage City Police Department under the supervision of the Chief of Police. This role ensures efficient daily operations, accurate statistical reporting, and timely handling of public-facing services.

Key Duties

- Collect and process payments, fines, and police-related fees.
- Manage citations, digital/physical police records, and administrative documentation.
- Research and compile statistics for departmental reporting.
- Coordinate schedules, meetings, and internal communications.
- Assist residents, visitors, officers, and external agencies with professional customer service.
- Maintain confidentiality and ensure compliance with law enforcement protocols and public records laws.

3. Candidate Qualifications

- High school diploma or equivalent.
- Ability to pass a full background investigation (including polygraph and criminal history).
- Minimum two (2) years administrative experience; government or law enforcement strongly preferred.
- Proficiency in Microsoft Word, Excel, and digital record systems.
- Strong written and verbal communication skills.
- Ability to multitask, prioritize deadlines, and maintain professionalism in a high-visibility environment.

4. Staffing Model

Robert Half will provide a background-cleared, fully vetted administrative professional on a temporary, temporary-to-hire, or long-term contract basis. We manage all recruitment, screening, payroll, HR compliance, benefits administration, and workers' compensation coverage.

5. Proposed Bill Rates

Based on market conditions and potential salary of \$55,000 per year.

Role	Bill Rate (Hourly)
Police Department Administrative Clerk	\$39/hr

Bill rates include statutory employer costs, background checks, employment taxes, insurance, and Robert Half's service fee.

6. Service Advantages

- Established expertise in government and law enforcement administrative staffing.
- Rapid candidate delivery through our nationwide talent network.
- Comprehensive background checking aligned with municipal requirements.
- Dedicated account management and continuous placement support.
- Scalable staffing options to meet changing departmental needs.

7. Terms and Conditions (Attachment)

Robert Half's standard Terms & Conditions will be attached as a separate document. These outline service guarantees, billing procedures, conversion terms, and compliance requirements.

8. Next Steps

Upon approval, Robert Half will begin sourcing immediately. Qualified candidate profiles will be submitted within 48 hours.

We appreciate the opportunity to partner with the Town of Cottage City Police Department.