



**TOWN OF MENDON**  
**Police Department**  
**22 Main Street**  
**Mendon, Massachusetts 01756**

**David H. Kurczy**  
*Chief of Police*

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May 14, 2026

**EMPLOYMENT OPPORTUNITY**  
**TOWN OF MENDON POLICE DEPARTMENT**

**POLICE RECORDS CLERK**

The Mendon Police Department is currently accepting résumés for a full-time Records Clerk position. Applicants must be at least twenty-one years of age and possess a high school diploma or equivalent. Applicants are subject to an extensive background investigation.

The Police Records Clerk performs responsible administrative and clerical work involving the maintenance, processing, retention, release, and analysis of police records, related documentation, and other related duties as required or assigned. Responsibilities include records management, public assistance, court coordination, operational reporting, management of public records requests, and the use of various law enforcement technology systems including records management systems, body-worn camera systems, and related public safety technologies. The position regularly interacts with police personnel, court officials, outside agencies, and members of the public while handling sensitive and confidential information.

Preferred candidates should possess strong organizational, communication, and computer skills, with the ability to manage multiple assignments in a fast-paced environment. Experience working in law enforcement, municipal government, records management, customer service, or court systems is preferred.

Applicants must possess or have the ability to obtain upon hire through department approved training, CJIS Certification, Massachusetts Public Records Law training, and other certifications associated with the position.

Starting pay is \$52,000.00 to \$60,320.00. The Town of Mendon offers competitive benefits, including medical and dental insurance, life insurance, and paid vacation, personal time, and sick leave. Please see attached job description for additional information regarding duties, qualifications, and position requirements.

Interested applicants should submit a résumé and any supporting documentation to Chief David Kurczy at [dkurczy@mendonpolice.com](mailto:dkurczy@mendonpolice.com) no later than 4:00 PM on Thursday, May 28, 2026.

The Mendon Police Department is an Equal Opportunity Employer.