



City of Tombstone

P.O. Box 339 * 613 E. Allen Street

Tombstone, Arizona 85638

Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

Job Title: Records Clerk
Department: Tombstone Marshal's Office
Location: Tombstone, AZ
Position Type: Full Time
Pay Range: Entry Level
Deadline: December 18, 2025

Job Summary

The Tombstone Marshal's Office is seeking a detail-oriented and customer-focused Records Clerk to perform a wide range of clerical and administrative duties. This role is critical to the efficient operation of the department, involving the management of police records, processing documentation, and serving as a point of contact for public inquiries and internal support. The ideal candidate will demonstrate accuracy, professionalism, and the ability to maintain confidentiality in handling sensitive information.

Requirements:

- High school diploma or GED required
- Prior clerical experience in law enforcement, legal setting preferred
- Knowledge of criminal justice terminology, records management, and privacy/confidentiality laws (e.g., FOIA, CJIS standards) is a plus
- Successful completion of the terminal operator's certification program, Level A within six (6) months of employment; requires successful completion of background check, including no felony convictions
- Strong attention to detail and data entry accuracy
- Ability to handle confidential information with discretion

Physical Requirements:

- Ability to sit, stand, walk, and lift up to 50 lbs.

**Applications and a full job description are available at City Hall or online at www.cityoftombstoneaz.gov*

Posted: 12/04/2025

The City of Tombstone is an equal opportunity employer.