

The St. Johns Police Department is now accepting applications for a full-time Administrative Assistant position. Under the supervision of the Office Manager and Chief of Police, performs a variety of secretarial and administrative support functions, including accurate transcription and word processing. Makes judgments regarding work assigned, and handles confidential information with discretion. Manages phone system. Qualifications and skills: Basic work processing and transcription skills; knowledge of software used by the Police Department in performing its duties; effective skills in use and maintenance of office machines; ability to effectively communicate and prioritize duties; ability to perform confidential work; knowledge of police activities; Associates Degree or equivalent from two-year college or technical school; our ideal candidate has prior experience in law enforcement/criminal justice records management and processes. Comprehensive wage and benefit package for this hourly position. Hourly rate of \$19.3952 to \$22.2933 DOQ.

Interested candidates need to complete and submit a City of St. Johns application for employment as well as a comprehensive resume to the St. Johns Police Department, Attn: Chief of Police, P.O. Box 477, St. Johns, MI 48879 no later than **May 1, 2023 or until the position is filled.** Employment applications are available on the city's website: www.cityofsaintjohnsmi.com

The City of St. Johns is an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.