

Job Title: Part-Time Police Administrative Secretary

Location: Hill, New Hampshire

Company: Hill Police Department

About Us:

The Hill Police Department is dedicated to serving and protecting the community with integrity, professionalism, and compassion. We are committed to maintaining public safety and fostering positive relationships with residents.

Position Overview:

We are seeking a highly organized and detail-oriented individual to join our team as a Part-Time Police Administrative Secretary. This role plays a crucial part in supporting the daily operations of our department by providing administrative assistance to police staff.

Responsibilities:

- Perform general clerical duties, including answering phones, responding to emails, and managing correspondence
- Maintain and organize departmental records, files, and databases
- Assist with scheduling appointments, meetings, and events for police personnel
- Prepare and distribute official departmental documents, reports, and memos
- Coordinate with other administrative staff to ensure smooth workflow and efficient operations
- Assist with special projects and initiatives as assigned by superiors
- Maintain confidentiality and handle sensitive information with discretion

Requirements:

- High school diploma or equivalent; additional education or training in office administration is a plus
- Proven experience in administrative support roles, preferably in a law enforcement or similar environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software such as Crimestar is strongly preferred

- Strong organizational and time management skills with the ability to prioritize tasks effectively
- Excellent communication skills, both written and verbal
- Ability to work independently with minimal supervision and as part of a team
- Attention to detail and accuracy in data entry and record-keeping
- Familiarity with law enforcement terminology and procedures is desirable but not required

Schedule: Part-Time 8 hrs per week; Flexible schedule based on departmental needs

Compensation: Competitive hourly wage commensurate with experience

Application Process:

To apply, please submit a resume and cover letter outlining your qualifications and relevant experience to hillplicedept@gmail.com. Please include "Part-Time Police Administrative Secretary Application" in the subject line. Applications will be accepted until May 7, 2024

The Town of Hill is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Join us in making a difference in the community!