



Seeking applications for the position of:
Administrative Assistant—Police Dept

Open Date: June 8, 2022

Closing Date: June 22, 2022 at 5 p.m.

Salary: \$2,794.13 per month plus a benefit package including: PERSI retirement; employer paid medical, dental, and vision; paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Some related office experience, preferably within a law enforcement agency; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

General Statement of Duties: Performs a variety of confidential clerical and administrative support duties for the Police Department. Enters law enforcement-generated reports and maintains all records generated by Police personnel for public and official use. Answer multi-line phones and assist the public. Performs related work as required.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Modern office procedures and filing systems, and use of modern office equipment including the use of personal computers, Microsoft Office, e-mail, multiline telephones, and internet use
- Data entry and data processing operations
- Transcription methods and transcription equipment use
- Record keeping and filing methods and practices

Ability to:

- Perform all work with the highest regard for confidentiality
- Deal with a wide range of persons, including situations in which individuals may be upset over issues involving Law Enforcement activities and policies
- Deal with extremely detailed, sensitive, violent, graphic, and disturbing police reports involving victims of all ages
- Create and maintain records and files efficiently and accurately
- Prepare and present accurate and reliable reports containing findings and recommendations
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Type proficiently with the highest accuracy for data entry

OTHER REQUIREMENTS:

All candidates are required to pass the following to be considered for the above position:

- Ability to pass a background check, including criminal history, polygraph, and driving records
- Ability to pass a typing test and type at least 45 words per minute. Typing test MUST be taken at the Mountain Home Police Department and results must be submitted with application
- Qualified applicants will be required to pass a series of skills tests including proofreading, vocabulary, grammar, attention to detail, and filing

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with your typing test score (see above), completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall. No phone inquiries please.