



Seeking applications for the position of:  
**Administrative Assistant—Police Department (Part Time)**

Open Date: April 5, 2022

Closing Date: April 22, 2022 at 5:00pm

**Rate of pay: \$16.12 per hour, limited to 19.5 hours per week**

**QUALIFICATIONS:**

- Graduation from high school or possession of a GED; and
- Some general office experience performing clerical duties.

**General Statement of Duties:** An Administrative Assistant (grade 6) performs a variety of general office and clerical duties, and administrative support duties. They will respond to phone inquiries, perform data entry, and maintain computer records using a variety of software applications. This is a part time position with no benefits afforded. Work hours are capped at 19.5 per week.

**Required Knowledge, Skills & Abilities:**

**Knowledge of:**

- Modern office procedures, practices, and equipment
- Telephone etiquette and good customer service techniques
- Microsoft Office computer software applications
- Effective communication skills

**Ability to:**

- Type accurately at a reasonable rate of speed
- Operate a personal computer and use Office programs including Word and Excel
- Maintain clerical records of some complexity and prepare reports from such records
- Provide and maintain a high standard of customer service and public relations
- Handle multiple tasks
- Quickly learn and put to use new skills

**Other Requirements:**

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

- Ability to pass a background check and pre-employment drug/alcohol test
- In order to show proficiency at typing, a typing test is required. This will be administered at the Police Department (2775 E 8<sup>th</sup> N). Applicants may come in and take the test any time between 8:00a and 5:00p Monday through Friday. A score of 40 wpm with 95% accuracy is required and will be submitted with application.

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to [HR@mountain-home.us](mailto:HR@mountain-home.us). Applications and a full job description are available on the City website at [www.mountain-home.us](http://www.mountain-home.us) or can be picked up at City Hall. No phone inquiries please.