



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

Open Date: June 20, 2025

Closing Date: July 7, 2025 at 5:00p

Wage: \$3,456.27 per month plus a generous benefit package including: Persi retirement, employer paid medical, dental, and vision; and paid vacation and sick leave

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 7) performs a variety of general and 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. And 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, email, 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 or irate
- Deal with extremely detailed, sensitive, violent, graphic, and potentially disturbing police reports involving victims of all ages
- Create and maintain records and files efficiently and accurately

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
- In order to show proficiency at typing, a typing test is required. This will be administered at the Police Department (2775 E 8th 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. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.