

Help Wanted City of Adams Police Department

Confidential Administrative Assistant – Part Time

Performs a variety of routine and complex administrative, clerical, and secretarial duties in keeping official records, transcribing and typing reports involving complaints, arrests, citations, court officer and other law enforcement reports and correspondence. Provides administrative support to the Chief of Police and Officers of the Adams Police Department and performs other related office duties as needed. Must pass background investigation and drug screen. Must have knowledge and skills in the use of computer and related software programs. Must possess integrity and trustworthiness and have ability to maintain confidentiality. Wages and benefits to be determine upon qualifications. Apply by sending resume, city application and cover letter of interest to: Janet Winters, City Clerk, P.O. Box 1009, Adams, WI 53910. Applications may be dropped off at the City of Adams Clerks Office at 101 North Main Street, Adams, WI 53910. No e-mail or faxed applications will be accepted. Complete job requirements, description and applications are located at www.cityofadams-wi.gov/ . Application deadline is April 6, 2012 by 4:00 PM.