

## **TOWN OF CHESTER**

### **ADMINISTRATIVE SECRETARY**

Interesting and busy position involving secretarial support and administrative assistance to the Office of Chief of Police. General duties include typing, filing and maintenance of records. This position coordinates department criminal justice correspondence with prosecutors, courts and other agencies. The Administrative Secretary prepares and maintains various police documentation with an extremely high level of confidentiality. This position requires an individual who can work independently with limited supervision and continuously uses their own initiative. They must be able to communicate effectively and courteously with the public at all times. A knowledge of modern office management practices and competent skills are required. Familiarity with the Vermont Incident Based Reporting System and NCIC reporting practices and mandates is a plus.

Please submit resume with letters of interest to Richard Cloud, Chief of Police at 556 Elm Street, Chester, Vermont no later than February 28, 2017 at 3:00 p.m.