

ADMINISTRATIVE SECRETARY TO THE POLICE DEPARTMENT

The Town of Chester is seeking a self-driven organized Administrative Assistant for the Police Department. The Administrative Assistant performs various administrative duties including general secretarial work in the Office of the Chief of Police. General office duties include typing, filing, and maintenance of records. The Administrative Secretary coordinates the department of criminal justice correspondence with prosecutors, courts and other agencies. This position requires a person with exceptional organizational skills. Confidentiality is vital to this position as well.

The person in this position works in an office environment with a widely varying workload. They must deal with a highly diverse group of people in stressful situations. Being able to coordinate very different tasks in the same day is a must. This person will be required to work with police specific computer systems where training and certifications will be mandatory. An administrative background is required with priority given to someone with experience working for a Police Department.

Chester offers a competitive starting wage, as well as an excellent benefit's package including participation in VMERS Group C retirement, MVP health insurance, paid sick time, vacation time, and personal time.

Visit www.chestervt.gov/employment-opportunities for full requirements and a more detailed job description.

Submit a resume to:

Town of Chester

ATTN: Chief Thomas Williams

P.O. Box 370

Chester, VT 05143

Interested applicants can also contact the Chester Police Department at (802) 875-2035 for more information.

The Town of Chester is an Equal Opportunity Employer.