

Law Enforcement Administrative Assistant- Mt. Morris Township

The Mt. Morris Township Police Department is now accepting resumes and cover letters for the position of Administrative Assistant. This is a full-time position with fringe benefits; the ideal candidate must have the ability to provide outstanding customer service to citizens, good communication skills, and the ability to pass a thorough background check similar to that of a certified police officer.

Minimum qualifications:

- Valid driver's license
- Must be a U.S. Citizen
- Must be at least 21 years of age at the time of hire
- Ability to type 45 words per minute
- General knowledge of Microsoft Word
- No felony convictions
- No misdemeanor convictions for domestic violence

Essential job functions:

- Transcribing dictated incident reports
- Records management
- Dispatching and communicating on radio
- Customer service
- Organizing
- Multi-tasking

How to apply:

Submit a cover letter and resume via e-mail to: TGreen@mtmorristwp.org.

Or by mail to: Mt. Morris Township Police Department, 5447 Bicentennial Parkway, Mt. Morris, MI 48458, Attn: T. Green. Submission deadline: **March 2, 2018 by 5:00 p.m.**