

CITY OF SERGEANT BLUFF  
FULL-TIME POLICE ADMINISTRATIVE ASSISTANT

Applications for a Full-Time POLICE ADMINISTRATIVE ASSISTANT are being accepted at City Hall. Applications will be reviewed beginning August 29<sup>th</sup> and the position will remain open until filled. Job duties include but are not limited to:

Perform clerical duties as well as general office duties for the Police Department. This position will be responsible for the recording of all activities performed by the Police Department on permanent records. The position will be responsible for sending all records and reports to the appropriate prosecuting attorneys in a timely manner. The position will help the Chief of Police in securing all required reports, such as the incidents and arrests reports, from the officers for submission to the State of Iowa. The position will be responsible for reporting to the State of Iowa all U.C.R. reports (Uniform Crime Reports) in a timely manner. The position will perform all other duties as requested by the Chief of Police.

Candidate must have the following abilities: Confidentiality (a must), good social skills, the ability to deal with people courteously, tactfully and with respect of the rights of others, general intelligence, ability to deal with multitasks at the same time, strong understanding of the English language, grammar and punctuation skills, ability to type effectively, ability to transcribe interviews, ability to learn police procedures and requirements, basic understanding of law enforcement and their duties. Excellent ethical and moral character.

Experience needed: Experience or education in office management/secretarial skills. Minimum of an A.A. is preferred, however, experience may be considered. Strong computer knowledge and understanding. Starting wage will be \$20.71-\$23.04 per hour DOQ, plus an excellent benefits package to include Medical and Dental.

A completed job application will be required and is available at City Hall, 401 4<sup>th</sup> Street, Sergeant Bluff, [www.cityofsergeantbluff.com](http://www.cityofsergeantbluff.com). All applications received will be reviewed by the Police Chief who will determine which applicants will be interviewed. The City of Sergeant Bluff is an Equal Opportunity Employer.