

Police Administrative Assistant – Madison Township (Franklin County)

Applications accepted until August 13, 2018 at 4:30 pm full time Police Administrative Assistant; Monday- Friday; 8 am–5 pm- full benefits including vacation and sick leave, retirement through Ohio Public Employees' Pension System; \$14.00 to \$17.00 / hour

This position essential duties include: greet visitors, screen calls, responsible for processing information, maintain complex files, compile and complete data for administration and public records, perform clerical & fiscal operations unique to the department, review and submit forms to various agencies, and includes data entry along with processing documents for court filing

Requires knowledge of the operation and routine maintenance of general office equipment, including but not limited to computers, copier, calculator, facsimile machines, telephone systems and two-way radio base stations. Good working knowledge of Windows, Microsoft Word, Excel and correct English usage, spelling, grammar, punctuation and vocabulary.

Experience with multi-line phone system and knowledge of Ohio's Public Records Law and retention schedules and police record management systems preferred.

High School diploma or equivalent. Additional schooling, certificates and training helpful. Must have ability to be certified as a LEAD practitioner. Must pass a background check, drug & alcohol test and physical test, polygraph test or CVSA (computerized voice stress analysis test). Possession of a Valid Ohio Driver's License, free of excessive violations and be and remain insurable under the Township's vehicular insurance policies. Valid Notary Public Commission, or must be obtained within four months of employment. Minimum of three years' office experience; of which a minimum of two years involves customer service experience.

Madison Township is an Equal Opportunity Employer

Applications available online at: www.madisontownship.org, under Administration and Police tab, Job Opportunities. Applications may be picked up in person at the Madison Township Police Department, 4567 Madison Lane, Groveport, Ohio 43125; Monday – Friday 8 am – 4:30 pm

Mail applications and resumes to: Madison Township Police Department, 4567 Madison Lane, Groveport, Ohio 43125. Must be **received by August 13, 2018 at 4:30 pm**.

NO PHONE CALLS OR EMAILS PLEASE