



The New Buffalo Police Department is seeking qualified applicants for a part-time position of Administrative Assistant (between 28-30 hours per week). The job would include performing a wide variety of general secretarial and administrative support activities, working closely with the Chief of Police and officers. Some specific duties include maintaining security and confidentiality of records, generating analytical and statistical reports, typing and proofreading reports, letters, ordering supplies and services.

Applicants must have excellent interpersonal and customer service skills and have the ability to handle confidential information in a professional manner. Candidates also must be proficient with general office equipment, including computers, software, telephone, calculator, shredder, copier, and laminator. They must have an excellent knowledge of the English language, including spelling, grammar, and punctuation, and must be able to meet deadlines and file documents and reports as necessary. Applicants must have a high school diploma or GED and at least 3 years of administrative support or customer service experience and proficient in Microsoft Office.

Please submit a resume to the City of New Buffalo, 224 W. Buffalo Street, New Buffalo, MI 49117 Attn: Clerk by June 22, 2018. For the full job description go to www.cityofnewbuffalo.org/employment.asp

The City of New Buffalo is an equal opportunity employer.