

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Date of Notice..... August 13, 2013

Position..... **Full TIME**
SECRETARY – POLICE ADMINISTRATION

Pay Range..... \$14.30 – 19.22/hr (11 steps) & excellent benefits

Requirements/Qualifications.... The Police Department is seeking an organized, motivated person to join the Police Administrative Staff. This person will report to the Office Manager and will be responsible for processing arrest/crime reports, pre-court paperwork, transcribe interviews and narratives, supply accident reports to customers, assist customers at the window and on the telephone, and the ability to maintain confidentiality of sensitive information. Assist Police Chief and Prosecution attorney. Ideal candidate will have a working knowledge of office procedures, practices, equipment and software programs, including Microsoft Office. Must possess strong customer service skills with the ability to work with the general public in a respectful manner. Working knowledge of Police work helpful. Completion of a high school diploma plus additional courses from a two year college or technical school and three to five years of related experience, or equivalent combination of education and experience.

Send application/resume to..... Human Resources
Town of Exeter
10 Front St
Exeter NH 03833

Email..... dcisewski@town.exeter.nh.us

Closing date..... August 31, 2013

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.