

# HIRING NOTICE

## POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT (Level I)

**FULL-TIME: \$17.00 per hour. (non-exempt)**

Health Insurance is provided at no cost to the employee, with a 2-to-1 match in the TMRS Retirement System.

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### **JOB SUMMARY:**

To perform clerical and organizational duties within the Police Department while maintaining a professional and friendly customer service environment.

### **DUTIES INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:**

Greet and provide direction or service to walk-in customers. Receive and assist / direct all incoming telephone calls.

Prepare and file various police and City records.

Maintain and assist with the police department budget.

(daily) Assigning and tracking of department equipment and supplies. Download and maintain all digital / video evidence.

Coordinate certain police vehicle maintenance.

Coordinate and assist with department and community activities.

Lead coordinator for the City's annual Heritage Day Celebration.

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### **REQUIREMENTS:**

Knowledge of Microsoft Office Software, calculator, and other office machines.

Effective verbal and written communication skills.

High School diploma or GED.

Valid Texas driver's license.

**EXPERIENCE:** ENTRY LEVEL - Customer service or office environment experience preferred but not required.

**TRAINING:** Provided by the department.

**PHYSICAL DEMANDS:** Sit, stand, walk, light carrying, light cleaning.

For more information, contact [jprice@cityofvilla.org](mailto:jprice@cityofvilla.org) or 972-617-7262 Ext 3