

Position Opening
Administrative Assistant/Emergency Services Clerk
Anamosa Police Department

The Anamosa Police Department is accepting applications for a full-time Administrative Assistant/ Emergency Services Clerk

Responsibilities include: Maintain office records; enter citations and reports into in-house computer system; answer telephone and handle radio communications; prepare reports for Police and Fire Departments; perform secretarial duties for Fire Chief; order supplies; other duties assigned by Police Chief.

Requirements: High School Diploma or equivalency, valid Iowa Driver's License, knowledge and experience with Microsoft Word and Excel preferred.

This is a full-time position with normal working hours of
Monday-Friday 8:00am to 5:00pm.
(Some flexibility in work hours may be required)

All interested applicants please submit a completed application to:

Anamosa Police Department
Administrative Assistant Position
100 East 1st Street
Anamosa, Iowa 52205

Applications are available at Anamosa Police Department (100 E. 1st St.)
and City Hall (107 S. Ford St.)

Application Deadline is June 18, 2010

The Anamosa Police Department is an Equal Opportunity Employer.