

Police Administrative Secretary – Part time

The Palmyra Police department is seeking a highly dependable, detail-orientated individual to join our Police Department in the role of a part time secretary. Responsibilities include answering the phone, performing desk duties, record processing and maintenance and general computer duties. Qualifications include strong computer and organizational skills and the ability to deal with the public. Ability to type 55 wpm is preferred. Applicants must hold a high school diploma or GED, 60 college credits or higher preferred. Individual hired will be held to the Police officer code of conduct including confidentiality. Background check required. Salary is \$9.00 per hour, 20 hours per week. Applications can be obtained at the Palmyra Police Department, the Village Clerks Office or on the Village website:

[http://www.villageofpalmyra.com/uploads/images/file/APPLICATION%20FOR%20EMPLOYMENT\[1\].pdf](http://www.villageofpalmyra.com/uploads/images/file/APPLICATION%20FOR%20EMPLOYMENT[1].pdf)

Applications should be returned to the Palmyra Police Department, 202 N. 2nd Street, PO Box 370, Palmyra, WI 53156 either in person or by mail no later than 3:00 pm on Friday February 3, 2012.