

NEW TODAY

Administrative Assistant

THE CITY OF SCRANTON IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION:

**SIT Clerk/Administrative Assistant for the
Scranton Police Department**

**Shift Schedule: TUESDAY-SATURDAY
3:00PM-11:30PM**

General Description: Responsible for secretarial duties for the Police Department including but not limited to office tasks, typing and computer work. Working under the supervision and direction of a Scranton Police Supervisor, the qualified candidate will create and maintain files, forms reports and other job related paperwork.

INTERESTED APPLICANTS CAN OBTAIN A MORE DETAILED JOB DESCRIPTION AT THE HUMAN RESOURCES OFFICE LOCATED ON THE 3rd FLOOR OF CITY HALL, 340 NORTH WASHINGTON AVENUE, SCRANTON, PENNA. 18503 PHONE # 570-348-4232.

The City of Scranton is an Equal Opportunity Employer.

SIT POLICE CLERK

Generally:

Routine secretarial duties for the Police Department including everyday office tasks, typing and computer work.

Examples of Duties:

Create and maintain files, forms, reports and other job related paperwork in accordance with police operations.

Operate typewriter, word processor and computer.

Compile tabulations from records.

Answer telephones, routing messages accordingly.

Perform other secretarial duties at the direction of a police supervisor.

Required Skills:

Knowledge of modern office practices.

Ability to understand and follow written and oral instruction.

Ability to write legibly.

Ability to maintain an effective relationship with others.

Ability to learn tasks, readily adhere to routines and develop skill in the operation of common office equipment.

Minimum Acceptable Training and Experience:

Education equivalent to twelfth grade.

Experience in general office duties.

Additional Requirements:

Subject to background evaluation.

Subject to drug screens.

Cross-trained to perform other functions within the SIT secretarial pool.

Subject to periodic evaluation of job performance.

Three shift/seven day a week operation.

Shift: 3:00 P.M. - 11:30 P.M.

Tuesday- Saturday