



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

SECRETARY – Part Time

Police Department

(Minimum 20 hours per week)

Pay Grade: 44 Pay Range: \$12.96 to \$18.15 per hour DOE/Q

(Part time employees are not eligible for medical insurance)

New employees usually start at beginning level of pay range.

FLSA Status: Non-exempt (eligible for overtime)

Qualifications: High school diploma or equivalent, supplemented by courses in typing, keyboarding and word processing. Previous secretarial experience desired. Preferred candidates will be required to complete typing and general office skills test as well as possess a valid Arizona driver’s license and pass pre-employment drug test, polygraph exam, fingerprint and background investigations.

Proposed Work Schedule: Monday through Friday, 8:00 AM to noon; additional hours may be required dependent upon program needs and days may vary.

Tasks: Under general direction of the Administrative Services Bureau Lieutenant, receive incoming calls and assist or refer as appropriate, assist with program scheduling which will include one-on-one contact with defendants to schedule community service as well as contact with organizations that community service is performed for, compile a variety of program reports for the Police Department and the Court; type documents from rough draft; sort and file correspondence, reports and various other documents; operate a variety of office equipment; perform related duties as required.

Knowledge of: Business English, spelling, arithmetic; office practices and procedures; Microsoft Word, spreadsheets, (preferably Excel); general office procedures, methods and equipment; good public relations/customer service principles.

Skill in: Typing at least 40 wpm, make simple computations and tabulations with speed and accuracy; understand and follow verbal and written instructions; maintain effective working relationships; deal tactfully and courteously with customers; learn assigned tasks readily; adhere to prescribed routines; maintain confidentiality; operate a variety of office equipment, including computer, telephone, 10-key and/or calculator.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Application (required) must be received by 5:00 p.m. October 11, 2011.

Send application to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1315 928-777-1284 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE Posted: September 30, 2011

Mike Kabbel _____
Police Chief

Mary Jacobsen _____
Human Resources Director

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MAJOR BENEFITS FOR A PART-TIME REGULAR EMPLOYEES: Prorated annual paid vacation; Ten paid holidays; Paid sick leave; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.