

Internal / External Job Announcement

Administrative Assistant Kingman Police Department

\$15.12—\$18.00 / hr. DOQ
Excellent Benefits Package!



The Kingman Police Department is seeking a candidate for the position of Administrative Assistant. The ideal candidate will possess strong interpersonal skills, the ability to effectively manage multiple projects and deadlines and exhibit effective administrative support and coordination skills. The successful individual will be responsible to exhibit a high level of confidentiality and ability to interact with all levels of staff throughout the department, City of Kingman officials and departments, and individuals with law enforcement and public agencies. Examples of responsibilities include: participation in committee work and will be involved in program/meeting coordination, records management, performing general accounting procedures, conducting research, developing a variety of reports, assisting department with special projects and activities, presentations, operational and strategic plans, and creating, updating, and maintaining databases.

This position requires an individual who enjoys working independently and with teams and is effective in coordinating and administering a varied workload and project assignments. The ideal candidate will be well-rounded in providing support experience, possess a high level of office acumen, and experience preferably with law enforcement or municipal government. Proficient use of personal computers and associated software including word processing, spreadsheets, publisher, presentation and database is a must.

Desired Education and Experience:

- Graduation from a high school or GED, supplemented by the equivalent of two years of college level training; and
- Minimum of four years related experience; or
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Special Requirements:

- Valid Arizona Driver's License or ability to obtain within 6 months of hire.
- Ability to be bondable and may be required to become a notary public.
- Must be able to successfully complete an extensive background check.

APPLY NOW:

On-line applications materials accepted through October 5, 2016

To complete on-line application and obtain complete job description, visit the City of Kingman's website of www.cityofkingman.gov.

Note Reference Examination: The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

Note Reference American Disabilities Act: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**

CITY OF KINGMAN

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