

Internal / External Job Announcement

Administrative Secretary Kingman Police Department

\$13.71—\$15.41 / hr. DOE, Full-Time, Benefits Eligible



The City of Kingman is seeking an individual to work in the Kingman Police Department. If you enjoy being a part of a dynamic team, endeavor to provide excellent customer service to our internal and external customers and want to be part of servicing our community, consider this job opening.

Assigned to work in the Records division of KPD, this exciting position is for an individual who desires the opportunity to work independently and with teams, exercise high level of confidentiality and work and interact with staff of various law enforcement agencies. The successful individual must possess strong communication and customer services skills and possess strong technical and computer software skills required to transcribe and process police records and documentation.

The ideal candidate for this assignment will be one who enjoys performing a variety of routine and complex clerical, secretarial and administrative work, organizing and coordinating a variety of work. Types of duties involve: reception/front desk, greeting and responding to requests from the public and visitors, answering phones, keeper of records by establishing a filing system and controlling access and retention, typing correspondence, preparing reports and minutes requiring judgement as to content, ordering supplies, and numerous other tasks, working independently under the general supervision of records supervisor and other administration and command staff. The ideal candidate would possess strong multi-tasking, coordination of work and interpersonal skills. 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 equivalent with specialized course work in general office practices such as typing, word processing, electronic spreadsheets and databases, filing, accounting and bookkeeping, and
- Two (2) years of administrative, office support related experience.
- 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.
- Kingman Police Department – requires ability to successfully test at a typing speed of at least 40 words per minute and must be able to successfully complete an extensive background check.

APPLY NOW:

On-line applications materials accepted through 5:00 P.M., October 20, 2015
To obtain complete job description and application, visit the City of Kingman's website (www.cityofkingman.gov) or contact the City of Kingman Human Resources Department.

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

Human Resources Department
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