



POLICE ADMINISTRATIVE ASSISTANT

The Village of Mahomet, Illinois is seeking an Administrative Assistant for the Police Department. The Village is a fast growing community 8 miles west of the City of Champaign. This position works under the direct supervision of the Chief of Police and provides administrative support for the Chief of Police and other Police Department personnel.

The position requires experience in handling a wide range of administrative and executive support related tasks and the ability to work independently with little or no supervision. This position requires exceptional organization, flexibility and the ability to address the administrative challenges of supporting a department of diverse people and programs. In addition to typing, filing, and scheduling, the responsibilities of this position include performing duties such as financial record keeping, coordination of meetings and conferences, obtaining supplies, and working on special projects. Also, answers routine and non-routine correspondence and assembles highly confidential and sensitive information. Independent judgment is required to plan, prioritize, and organize diversified workload. The ability to interact with staff in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Excellent written and verbal communication skills, strong decision making ability and attention to detail are equally important.

Requires proficiency with MS Office programs such as Publisher, Power Point, and Access. Preference will be given to candidates who have worked in the criminal justice field and have LEADS, UCR and FOIA experience. Salary range \$31,700-\$39,707 DOQ. Benefit package included. For a complete description visit www.mahomet-il.gov

Please submit a resume, cover letter, and completed application to Jeanne Schacht, jschacht@mahomet-il.gov. Applications should be received prior to October 17, 2016.