



City of Auburn  
Police Department Administrative Assistant

Operating under the direction of the Deputy Chief, the Administrative Assistant is required to perform his/her duties with some independence, to use tact and proper judgment in answering phone calls and fielding inquiries from the general public, and to direct, when applicable, such inquirer/inquiries to the proper service (Administration, CID, Support Services, Patrol, Accreditation or the Executive Assistant).

Duties include gathering, logging and deposit preparation of all revenue with the City Tax Office; maintaining record of hours worked by department personnel for preparation of payroll; administering petty cash system; processing departmental accounts payables and accounts receivables transactions; obtaining price quotes, ordering supplies, and completing purchase orders within the city's purchasing policy; maintaining the Alarm Billing Program, generating invoices and maintaining alarm site profiles. Additional duties include providing back-up to the Parking Program; providing back-up for Executive Assistant on processing phone calls, US Mail, City Hall mail distribution, and miscellaneous duties as assigned by the Deputy Chief.

High School diploma or equivalent is required. Applicant must be knowledgeable of modern office practices, procedures and equipment; possess excellent interpersonal and communication skills, including proper English grammar, vocabulary and spelling. A second language is welcomed. Must be able to perform data entry duties quickly and accurately. Must have experience with Microsoft Office programs, and familiarity and experience with MUNIS is desired.

Any equivalent combination of training and experience that clearly demonstrates possession of the required knowledge, skills, and abilities.

The assistant works an administrative schedule, 8:00 A.M. – 4:30 P.M., Monday – Friday. Working conditions are governed by the Maine State Employees Association – Service Employees International Union Local 1989 Collective Bargaining Agreement. Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter and resume to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 Ext 1416. Email at: [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)

Deadline for submission is July 14, 2017.

The City of Auburn is an Equal Opportunity Employer