

CITY OF BOWIE
Administrative Assistant
Police Department

Administrative Assistant: Responsibilities include performing skilled clerical and administrative work in support of police department staff and operations. Specific duties include recordkeeping according to a department-mandated retention schedule, taking calls from citizens, report retrieval, and other duties as assigned.

GENERAL DUTIES:

- Recordkeeping according to a department-mandated retention schedule
- Taking calls from citizens
- Report retrieval
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent
- Two years of administrative support experience
- Proficiency in commonly used Office software programs (Microsoft Word, Excel, Outlook, etc.)
- Knowledge of data processing methods as well as information storage and retrieval techniques

PREFERRED QUALIFICATIONS:

- Public Safety Agency experience is strongly preferred

SALARY: \$24.53 per hour (\$47,841 per year)

HOW TO APPLY: Please apply online on the City of Bowie website at: www.cityofbowie.org. Applicants are required to complete City of Bowie application.

****COVID-19 vaccination required in order to qualify for this position***

The City of Bowie is a drug and alcohol-testing employer. EOE