

The Town of Eatonville- POLICE DEPARTMENT

Position: Executive Assistant to the Chief of Police

Salary: DOE

Full-time Position

POSITION SUMMARY:

Assists the Chief of Police by performing and coordinating administrative support services: other related work as assigned.

EXAMPLES OF WORK PERFORMED: NOTE: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are logical assignment to the positions. Acts as principal assistant on Administrative Matters. Collects data for and assists in preparation of the administrative aspects of the annual budget request. Coordinates fiscal procedures within the organizational unit including budget implementation and control, making sure that expenditures are in accordance with the allocation of funds by keeping an excel spreadsheet. In coordination with the department personnel office, initiates personnel transactions required by the organizational unit including separations, promotions, leaves, and transfers. Liaison between agency and FDLE (by signed contract). Set-up test for re-Certification of all law enforcement officers in agency. Operates Security System Manager – all door security system (Kantech): responsible for deleting and assigning new security numbers.

MINIMUM QUALIFICATIONS: Four (4) years or more clerical experience, preferably in law enforcement; or an equivalent combination of education, training, and experience. Ability to operate personal computers using the Internet and various software programs, including Microsoft Office Programs. Must pass police background investigation which includes polygraph and drug screening. **A valid Florida Driver's License is required.**

EDUCATIONAL REQUIREMENTS: AA Degree from an accredited College, (4) years or more clerical experience, preferably in law enforcement; or an equivalent combination of education, training, and experience.

Please submit Resumes' to:

The Town of Eatonville
P.O. Box 2163
Eatonville, Florida 3275
jjenkins@eatonvillepolice.com

POSITION OPEN UNTIL FILLED!