



POSITION AVAILABLE:

Police Administrative Assistant

The City of Oxford is accepting applications for the position of part-time Police Administrative Assistant. This position is responsible for routine clerical and administrative work in the police department.

Minimum Qualifications:

No Criminal Convictions excluding minor traffic offenses

High school diploma

Experience working in administrative setting in government entities

Top candidates will possess the following knowledge/skills/abilities/experience at a minimum:

Working knowledge of modern office practices and procedures including computers and electronic data

Working knowledge of Microsoft Office 365 applications

Knowledge of various social media platforms

Effective verbal and written communication skills

Ability to establish successful working relationships

Entry salary for this position is \$19.01 hourly. This position offers up to 29½ hours of work per week with flexible scheduling available (actual amount may vary each week based on the needs of the city).

For a complete list of job responsibilities and application, visit our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx>.

Applications will be accepted through Friday, July 26, 2024. Resumes are accepted with a completed application. A background investigation including criminal history check and drug screening will be conducted on the selected candidate.

Completed job applications may be dropped off in person or mailed to:

Oxford City Hall

Attn: Police Job Announcement

110 West Clark Street

Oxford, GA 30054

The City of Oxford is an Equal Opportunity Employer