

Town of Thomaston

Part-time Police

Administrative Assistant

The Town of Thomaston's Police Department is seeking a Part-time Police Administrative Assistant (12 hours per week.) The Thomaston Police Department is proactive in community policing. This is an administrative, clerical, and technical position encompassing varied clerical and confidential duties and tasks for the Thomaston Police Department under the general supervision of the Police Chief.

Duties include assisting the public; receiving calls; processing concealed weapon permits; collecting and submitting weekly payroll; processing Freedom of Information Act (FOIA) and Freedom of Access Act (FOAA) requests; tracking expenditures, receipts, and purchase orders; maintains and orders all department office supplies; prepares statistical and police reports from records, correspondence, directives, and reports; sorts, processes, and files correspondence, mail, and other related materials; and maintains the Police Department webpage.

The successful candidate must possess the following:

- High school graduate or equivalent.
- At least one year of experience working in a busy office environment required; experience in law enforcement environment preferred.
- Successfully complete a background check.

Please view the entire job description for other requirements the successful candidate must possess.

**Job description and application are available at:
<https://thomastonmaine.gov/employmentopportunities>**

For consideration, candidates should submit a cover letter, resume and application to the following: Email: kgeorge@thomastonmaine.gov or by mail: Thomaston Town Office, 13 Valley Street, Thomaston, ME 04861. The position remains open until filled.

The Town of Thomaston is an Equal Opportunity Employer.