

CITY OF GLOBE
EXECUTIVE ASSISTANT POLICE DEPARTMENT
Job Posting No. 19-13

This position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Police Department and the Office of the Police Chief for Globe, Arizona. This position provides complex and highly visible administrative support for the Police Chief and the department command group, which includes the coordination, and the performance of a variety of administrative support and clerical duties: type and process records, reports, memos and correspondence; process purchase requisitions, equipment orders, budget documents and other information; distribute assignments and maintain logs; and answer phones for a variety of staff.

MINIMUM QUALIFICATIONS:

- Three (3) years' experience as a professional secretary, administrative assistant or high-level clerk including Internet experience, Social Media experience, and Data base entry experience.
- Must exhibit maturity, professionalism, confidentiality and the ability to remain focused on tasks, meet deadlines and show initiative.
- Must be able to work independently, keep supervisor informed of all finance related issues, use discretion, and operate with a high level of competence.
- Must maintain and use discretion when interfacing with employees, the public, internal and external customers.
- Must be a team player and exhibit excellent customer service, a positive attitude, professional decorum, and willingness to learn.
- Must be well organized and a self-starter with strong communication skills.
- Will be required to pass a typing test with 45 WPM and demonstrate proficiency in usage of Microsoft Word, Excel, PowerPoint, and Outlook.
- Possession of an Associate's Degree, (Bachelor's Degree preferred), from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields including specialized training in the area of accounting and financial management, or sufficient work experience to have gained proficiency in the desired knowledge and abilities.
- Previous government experience highly desirable.
- Possession of a valid Arizona driver's license.
- Will be required to pass comprehensive background check.

STARTING PAY: \$35,475 - \$43,380 DOE

Applications and complete job descriptions are available at City Hall, 150 N. Pine Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. or on the City of Globe website at www.globeaz.gov. Applications and resumes with any additional related information must be received **at City Hall** or by fax at (928) 425-4820 for consideration. **Position will remain open until filled. First review of Applications with any additional related information will be September 6, 2019.** Please respond to **Job #19-13** when applying. EOE/AA/V/H.

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