



NEW HOLSTEIN POLICE DEPARTMENT

2110 WASHINGTON STREET
NEW HOLSTEIN, WI 53061
Phone: 920-898-4241 | Fax: 920-898-1504

Brian T. Reedy, Chief of Police
Jeffrey R. Hebl, Police Captain

Police Administrative Assistant

NEW HOLSTEIN POLICE DEPARTMENT

The New Holstein Police Department is filling a vacancy and establishing an eligibility list for a part-time Police Administrative Assistant.

Salary: Dependant on Qualifications

Responsibilities: Performs a variety of routine and complex confidential administrative, clerical and secretarial duties in keeping official records, transcribing and typing reports involving complaints, arrests, citations and other law enforcement reports and correspondence. This position includes telecommunicator duties as well.

Qualifications: U.S. citizen, valid driver's license, good driving record, high school diploma, no felony convictions, good verbal and written communication skills, ability to keyboard/type 50 words per minute, knowledge and skills in operating computer systems, clear and concise speech, ability to handle several tasks simultaneously, ability to perform essential functions of this position.

Apply By: May 17, 2013; 4:30PM

Submit: Resume, Department Application

Contact: Brian T. Reedy, Chief of Police
New Holstein Police Department
2110 Washington Street
New Holstein, WI 53061
Phone: (920)898-4241

Note: Oral interviews, Medical examination, Drug screening, Background investigation. Must possess integrity and trustworthiness and have ability to maintain confidentiality. Applicants must complete our agency application, print, sign and mail it back to the application contact. Faxed and emailed applications will not be accepted. Successful applicant will be subject to computer proficiency tests.

AA/ADA/EOE