



Location: Simpsonville, S.C.

Job Type: Full-Time

Position Hours: Monday-Friday 8:00am-5:00pm

Department: Police Department

Summary: The Administrative Assistant provides essential support to the police department by performing a variety of administrative tasks. This role involves managing office functions, assisting law enforcement personnel, and ensuring efficient operations within the department

Key Responsibilities

- Greet and assist visitors, providing information and directing them to appropriate personnel.
- Answer phone calls, take messages, and respond to inquiries related to police services.
- Maintain and organize files, records, and documents in compliance with departmental policies.
- Handle sensitive information confidentially and in accordance with legal standards.
- Manage office supplies and equipment, ensuring availability and proper maintenance.
- Collaborate with other staff members to facilitate communication and workflow.
- Perform other related duties as assigned by management.

Qualifications

- **Education:** High School Diploma or equivalent
- **Experience:** Previous experience in an administrative role, preferable in a government or law enforcement setting.
- **Skills:** Attention to detail, strong organization skills, experience in Microsoft Office (Word, Excel)
- **Communication:** Effective verbal and written communication skills to interact with vendors, city officials and other stakeholders.
- **Possession of valid state issued driver's license.**

Working Conditions:

- Primarily works in an office setting within the city government building, adhering to standard business hours.

Starting Salary Range \$35,000-\$40,000 per year, depending on experience.

How to Apply: Please visit www.simpsonville.com to submit an application and email your resume to aclark@simpsonville.com.

Equal Opportunity Employer: The City of Simpsonville is an Equal Opportunity Employer.