



ADMINISTRATIVE ASSISTANT - POLICE

The Village of Fox Lake seeks qualified candidates to fill the Administrative Assistant position in the Police Department. This full-time position will work at the Police Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. This position performs a variety of administrative, secretarial and clerical tasks for the Chief of Police and the Police Administration staff, including typing confidential correspondences, maintaining files, scheduling appointments, preparing payroll, preparing budget information and reports and screening/routing phone calls and mail for the Chief of Police. The Administrative Assistant also assists with the Administrative Adjudication process. This position processes invoices, purchases orders and check requisitions, and executes administrative and operational processes and policies for the Police Department. The Administrative Assistant reports directly to the Chief of Police.

A High School diploma or equivalent with vocational/technical training in Secretarial Science is required. Minimum three (3) to five (5) years' progressively responsible secretarial experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Requires a working knowledge of computers and data processing equipment (i.e., computer software programs such as those in a Microsoft Office environment). Applicants must be able to handle multiple tasks and be highly organized, with excellent verbal and written communication skills. Personable, professional and welcoming candidates, with strong interpersonal skills are highly encouraged to apply for this key position.

The successful candidate will be required to pass a pre-employment physical, drug/alcohol test and background investigation. Starting hourly rate for this position is between \$18.00 - \$22.00, depending on qualifications. The Village also offers a comprehensive benefit package.

Individuals interested in applying can download an application on the Village's website at www.foxlake.org or pick one up at Village Hall, 66 Thillen Drive, Fox Lake, Illinois, 60020. A complete job description is available on the Village's website. The application deadline is 5:00 p.m. on Friday, June 17, 2016. Applications should be submitted to Tara Semenchuk, Assistant Village Administrator, 66 Thillen Drive, Fox Lake, Illinois or via email at semenchukt@foxlake.org

The Village of Fox Lake is an Equal Employment Opportunity Employer.