

Job Opportunity Bulletin

Town of University Park Police Department

The University Park Police Department is seeking a full-time administrative assistant for 40 hours per week. The candidate should possess excellent communications skills and be proficient in Microsoft Word and Excel. The duties of the position are answering telephone and directing calls; typing correspondence to include memos, letters, and other documents; tracking responses and deadlines; sending out e-mail reminders, scheduling meetings, data entry in Excel spreadsheets, scanning and faxing documents, filing, ordering office supplies, and other general administrative duties as needed. Ability to complete grant applications and to monitor and report grant requirements. Assist Accreditation Manager. Meet physical requirements of position description. Initiative is important and must be a team player.

Minimum Qualifications:

High School Diploma, AA Degree preferred, experience in appropriate field together with progressively responsible clerical duties, valid driver license, successful completion of a back ground check to include criminal history; a combination of education and experience which demonstrates the applicant's ability to be a responsible employee under a minimum amount of supervision.

Salary and Benefits:

Starting Salary - \$32,000 per year.

Retirement Programs

- Employees' Pension System of the State of Maryland
- The Town also participates in a 401(k) plan, made available to all permanent full time employees.

Health Insurance Plan

- 100% of the employee health coverage
- 75% of the dependents coverage
- Town pays 100% of employee and dependent dental and vision coverage
- The Town pays 100% of the premium for \$50,000.00 in life insurance.

Leave Programs

- Annual: Up to 2 years /80 hours per year. After 2 years / 120 hours per year.
- Sick: 13 days per year
- Holidays: 11 days per year

Other Benefits

- An employee assistance plan is available to all permanent full time and part time employees.