

City of Sumter



VACANT POSITION Administrative Assistant Police Department

Job Purpose: Responsible for performing a variety of administrative and secretarial duties in support of the Police Chief, which includes: scheduling appointments and meetings; composing and preparing correspondence and various reports; handles and follows-up on minor complaints; maintains the department's confidential records and permanent files; processes the department's mail.

Minimum Qualifications: Associate's degree with 2 years work experience, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Must be self-directed, highly motivated and capable of working effectively with limited supervision. Also must have excellent oral and written communication skills plus be proficient in the use of Word, Excel, Access and PowerPoint.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from www.sumtersc.gov
to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150