



Administrative Assistant

Miami Township Police, Clermont County, Ohio is accepting resumes for the full-time position of Administrative Assistant. This position reports to the Chief of Police and serves as administrative support to the Police Administrative Division in support of the department mission. The position oversees the purchasing process and maintains sound fiscal management; coordinates billing and reimbursement requests and monitors purchasing of supplies and equipment. Assists with personnel recruitment, selection and promotion processes. Administers the department extra duty employment scheduling and billing. Reviews and submits payroll. Conducts research and completes tasks as needed at the direction of the Chief of Police. Must be comfortable interacting with, including requests for service and concerns from, and providing first-class customer service to our residents and business community.

A high school diploma or equivalent is required; an Associate's Degree in organizational office management or related field is preferred. Three years of responsible administrative assistance in a public safety or government setting is preferred. This position is hourly with an anticipated salary up to \$28.64 per hour, depending on education and experience. Job description is available online at www.miamitwpoh.gov . Please send a resume and cover letter to: Melissa Wahlert, Miami Township Police, 5900 McPicken Drive, Milford, OH 45150 or email at Melissa.Wahlert@miamitwpoh.gov by Noon on January 24, 2022. The hiring process involves a test that will be given on January 26th/27th, times to be determined depending on availability of applicants.

Miami Township is an equal opportunity employer and a drug/alcohol free workplace.