



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. Coordinates 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 Degree in organizational or office management 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 range of \$22.00 - \$27.00 per hour, depending on experience. Job description is available online at www.miamitwpoh.gov . Send resume and cover letter to: Melissa Wahlert, Miami Township Police, 5900 McPicken Drive, Milford, OH 45150 by 4:30 p.m. July 31, 2020 or email at Melissa.Wahlert@miamitwpoh.gov

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