

Town Of Rome
Police Administrative Assistant/Municipal Court Clerk

Responsibilities: Under general supervision performs a variety of administrative, clerical support and general office functions to assist law enforcement personnel, and other staff at the Rome Police Department and Rome Municipal Court. Must be able to meet deadlines, work on several projects at once, and understand all the concepts involved in the work performed. Provide excellent customer service to residents in the course of daily functions for the Rome Police Department and Rome Municipal Court. A full position description can be found under the Human Resources tab at townofrome.com.

Salary: Part-time flexible schedule to average 17 hours per week
\$15-\$17 per hour dependent on qualifications

Benefits: None this is a part-time position

Qualifications: Must be able to pass extensive background investigation
High School Diploma or GED
Experience with Microsoft Office
Knowledge of law enforcement or government office procedure helpful
Ability to type 50-words per minute
Valid Driver's License

Submit: Resume and cover letter along with a Town of Rome Application located at the following link:
<http://townofrome.com/wp-content/uploads/2017/06/Employment-application.pdf> , or
picked up in person at the Rome Town Hall; 1156 Alpine Drive; Nekoosa WI 54457.

Deadline: Materials must be received no later than Friday, November 3 at 4:00 p.m.

Contact: Rome Police Department
Chief of Police Jason Lauby
1156 Alpine Dr.
Nekoosa, WI 54457
Phone: 715-325-8034
Internet: <http://townofrome.com/human-resources/>