



## **Position Available**

Boothbay Harbor Police Department

Administrative Assistant

The Town of Boothbay Harbor is seeking an experienced professional to serve as a full-time Administrative Assistant to the Police Department. This position works under the direct supervision of the Chief of Police and is responsible for many clerical duties, processing reports, maintaining department files and records in a computerized system. In addition, the Administrative Assistant handles incoming telephone calls, notifies officers of upcoming appointments and important issues, communicates with the District Attorney's Office and other police departments, and assists the Chief with day-to-day operations. Applicant must be 21 years of age or older; have a high school diploma or GED equivalent; and not have a disqualifying criminal history. Successful candidate must also be able to complete a criminal background check to state, federal and departmental standards. Preferred candidate should enjoy working with the public, possess a positive attitude and the desire to work as a team member, alongside police officers in the ever-changing dynamic world of law enforcement. Candidates should be proficient with technology, including email, faxing and scanning documents, and other forms of digital communication. Prior experience with computer law enforcement databases such as PowerDMS, CentralSquare (IMC) and familiarity with spreadsheet software, such as Excel, is preferred. Salary and benefit package will be discussed with final candidate.

Application forms are available through the town office by calling (207) 633-3671 or the town website at [www.boothbayharbor.org](http://www.boothbayharbor.org). Please forward your resume, along with a cover letter and a completed application to Julia Latter, Town Manager, 11 Howard St., Boothbay Harbor Maine 04538 or to [jlatter@boothbayharbor.org](mailto:jlatter@boothbayharbor.org). The deadline for applications is 4:00 p.m. on Friday, June 26, 2020. Boothbay Harbor is an Equal Opportunity Employer (EOE).