

## **EXECUTIVE SECRETARY POSITION**

### **POLICE DEPARTMENT**

The City of Waterville is seeking an Executive Secretary for the Police Department.

Pay range is \$34, 829.60 - \$45,333.60.

Duties include general record keeping, compiling and maintaining statistical data, telephone and front window duties, processing employee time cards, processing purchase orders, occasional meeting attendance after normal business hours, and other assigned duties. Current Notary Public commission required. Applications must be postmarked no later than Friday, June 21, 2019. Applications may be obtained on the City of Waterville website at: [www.waterville.org](http://www.waterville.org) / Announcements & Job Postings: [https://waterville.org/wp-content/uploads/2017/04/employment-application\\_rev\\_12\\_2015.pdf](https://waterville.org/wp-content/uploads/2017/04/employment-application_rev_12_2015.pdf).