



Town of Colonial Beach Police Department Administrative Assistant

Pay Band	Job Status	Location	Department	Division
3	Exempt	Colonial Beach, VA	Police	Administration

Description

The Town of Colonial Beach Police Department is looking for a Full-Time Administrative Assistant. The successful candidate will perform difficult, skilled clerical work involving a variety of office assistance tasks. The Police Administrative Assistant will type general correspondence, memorandums, reports, official notices, statistical tables, as well as compile reports and develop and file case records. The Administrative Assistant will maintain departmental accounting, budget, personnel, and payroll records and gather and compile detailed information for inclusion in special and/or complex reports. The Administrative Assistant must have the ability to handle confidential data and other sensitive information, will serve as a receptionist by answering the phone and giving information in response to public inquiries. The successful candidate will receive and process various applications, review incoming items for accuracy, completeness, and conformance to department requirements, will keep an inventory of all supplies for the department and coordinate all travel arrangements.

Successful completion of pre-employment testing and background screening is a must. Applications may be obtained on the Town's website, www.colonialbeachva.net and returned to the Town of Colonial Beach Police Department, 416-B Colonial Ave., Colonial Beach, VA 22443. The Town of Colonial Beach offers an excellent starting salary that depends upon qualifications; minimum starting salary is \$40,000 annually; in addition to a generous starting salary the Town offers an excellent benefit package that includes enrollment in VRS, and 100% employer paid insurance for employee only coverage with no deductible along with paid time off. The deadline to submit your application is Wednesday, June 8, 2022, by 4pm.

How to Apply

Applications are available in-person at Colonial Beach Town Hall (315 Douglas Ave Colonial Beach, VA 22443) on the Human Resources page of the Colonial Beach town website (www.colonialbeachva.net). Completed applications, resumes, and other applicable materials can be submitted in-person at Colonial Beach Town Hall or emailed to humanresources@colonialbeachva.net.

Equal Opportunity Employer

The Town of Colonial Beach provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without

regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.