

Job Opportunity: Police Executive Assistant/Records keeper

The Town of Bristol is seeking a full-time Administrative Assistant/ Records keeper to fill a critical role within our Police Department.

The Bristol Police Department is currently seeking the “Right Fit” for our law enforcement team. A teammate eager to hit the ground running. Applicants should possess firm knowledge of secretarial practices and procedures, bookkeeping and record keeping, knowledge of computers with experience or understanding of Record Management Software. The person must be detail oriented, work well under pressure while maintaining a high level of professionalism and confidentiality at all times.

Minimum Qualifications Requirements include: High School diploma or higher education with course work in secretarial skills, computers and office management plus 3 years of progressively responsible secretarial experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Notary Public or Justice of the Peace Commission desirable. A successful candidate will be subject to a Criminal Records Check and Background Investigation.

Submit application letter, resume and standard town application form to Bob Blanchette, Finance/Human Resources Director, 230 Lake Street, Bristol, NH 03222. Position is open until filled. Review of applications will begin immediately. Wage starting at \$36,836.80 DOQ/DOE. Competitive benefits included. EOE.