



PT Secretary/Police Department City of Sycamore

The City of Sycamore is seeking a part-time secretary for the Police Department. This position reports directly to the Support Services Sergeant. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

This is a part-time position assigned to the Police Department. The position of Secretary performs general secretarial responsibilities including but not limited to filing, handling of phones and in-person requests, assisting the Records Clerk, processing FOIA requests and other related duties, as assigned.

Minimum qualifications required:

Education:

- High School graduation or equivalent is required.

Experience:

- Two years experience in general office procedures.

This is non-exempt, AFSCME Local 3957, part-time position that requires a 20-hour workweek. The starting hourly rate is \$17.08. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com. Job will remain open until filled.

The City of Sycamore is an Equal Opportunity Employer