

HEBER CITY
POLICE PART-TIME ADMINISTRATIVE ASSISTANT

Heber City Corporation has an opening for a **Part-Time** Police Administrative Assistant for 25 hours a week. This job requires the following essential functions: Performs confidential secretarial and clerical functions for Chief of Police and other supervisory personnel; types administrative material and correspondence including reports, letters, memos, special bulletins, documents, etc.; composes correspondence, reports, statements, memoranda, and other material requiring judgment as to content, accuracy and completeness; digitizing and processing of GRAMA/records request(s), and other duties.

Candidates will be high school graduates or equivalent plus 1 year of specialized training in general office practices and procedures, PC operation and various software applications, i.e., Microsoft Office.

Interested persons can obtain an application on the City's website at www.ci.heber.ut.us or by contacting Melanie Alleavitch at malleavitch@ci.heber.ut.us or 435-657-7902. Applications can also be submitted to Melanie Alleavitch listed e-mail address or at the City Offices located at 75 North Main Street, Heber City, through **Thursday, January 11, 2018, at 5:00 p.m.** Pay Grade 12 - \$16.70 - \$23.32. The state of Utah (URS) retirement benefits included along with time off for sick, vacation and holidays at the part time accrual rate. Heber City Corporation participates in E-verify and is an EOE.