

**Poynette Police Department
Administrative Assistant**

The Poynette Police Department is accepting applications for the position of Administrative Assistant. This position requires a High School Diploma. The successful candidate will work a minimum of 35 hours per week, have excellent organizational skills, and be able to accurately type 40 wpm. Must have strong computer skills and oral/written communication skills. The candidate should also have experience with dictation and transcription which is about 70 percent of this job. The candidate must be able to maintain confidentiality at all times. This position requires interaction with the public and dispatching officers. Starting pay \$15.00 per hour, depending upon qualification, plus pro-rated benefits. Applications will be accepted until noon on Friday, March 18, 2016. If you have these qualifications and are interested in working in a police environment please go to www.villageofpoynette.gov for an application. Also include your resume and cover letter to:

Poynette Police Department
Attn: Chief Don White
P.O. Box 247
Poynette, WI 53955