



<b>POSITION:</b>	<b>Executive Assistant to the Chief of Police</b>
<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>JOB TYPE:</b>	<b>Full-time</b>
<b>SALARY:</b>	<b>\$45,000 - \$70,000 commensurate with education &amp; experience</b>
<b>POSTED:</b>	<b>06/03/2024</b>
<b>CLOSING DATE/TIME:</b>	<b>Until Filled</b>

**The City of Monroe** is now accepting applications for the position of Executive Assistant to the Chief of Police. This position is responsible for providing executive-level administrative support to ensure efficient operation & professional management of overall administrative & clerical duties. This position acts as a liaison with other departments and staff, outside agencies, and the general public. Starting salary is dependent upon applicant's qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Qualifications:**

- Bachelor's degree in a closely related field or professional field that may be related to administrative duties
- Minimum of three (3) years of experience in executive admin duties; or equivalent combination of education and experience
- Public Notary designation preferred

**Skills & Abilities:**

- Knowledge of City of Monroe & Police Department operations, policies, & procedures as it relates to performance duties
- Knowledge of basic bookkeeping, accounting practices, budgetary preparation, & admin procedures
- Proficiency in typing, reporting, proofreading, editing, organizing, & other general office-level admin procedures
- Demonstrates ability to prioritize tasks & manage time effectively under pressure
- Demonstrates ability to effectively communicate in both written & oral formats
- Demonstrates strength in public relations & interpersonal communication
- Demonstrates strength in accuracy, timeliness, & achievement of results-oriented tasks
- Ability to obtain & maintain Public Notary designation
- Ability to complete necessary training as directed by the Chief of Police

**The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**



\*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655  
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post- rehabilitation, and routine fitness-for-duty(random) drug testing.

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