

POLICE ADMINISTRATIVE SPECIALIST

Town of Culpeper

Full-Time – Excellent Benefits

Salary Range - \$32,359.56 - \$51,775.30

The Town of Culpeper is seeking qualified applicants for a Police Administrative Specialist. The successful candidate will perform intermediate administrative work and clerical support for the Culpeper Police Department; process and manage invoices and purchase orders; prepare, process, and maintain a variety of documents including timesheets, leave records, payroll records, and training records; maintain, enter, and file all training logs, certificates, and in-service forms; schedule training for department staff; prepare reports; answer phone and refer calls to proper person; serve as backup for property & evidence specialist; and perform other duties as required. Candidate must have general knowledge of standard office practices, procedures, equipment, and office assistance techniques; skill in the use of data and word processing equipment; ability to maintain confidential records; ability to communicate effectively, both orally and in writing; and ability to establish/maintain effective working relationships with associates and the general public.

Any combination of education and experience equivalent to a high school diploma supplemented by three or more years of administrative experience. Law enforcement related experience preferred.

Application and position profile are available at www.culpeperva.gov. Open until filled. Selected candidate will be required to successfully complete pre-employment physical, thorough background investigation, and polygraph examination.

EOE