



Administrative Assistant ***Police Department***

City of Miami Gardens, FL. (109,700)

Posted Date: 07/08/2013

Deadline: 07/19/2013

Starting Salary: \$34,346 min. to \$42,933 mid./DOQ

Nature of Work:

This position performs a variety of office support work as a member of the support staff, performing confidential, administrative, and secretarial duties for support police staff. Work involves the use of a personal computer, a variety of software applications, and other office equipment. Takes telephone calls and incoming mail and directs them to the appropriate Officers and Supervisors. Handles routine verbal and written correspondence to and from the public, other members of the Miami Gardens Police Department, as well as other department in the City of Miami Gardens.

Minimum Requirements:

Graduation from high school; two (2) years of administrative/secretarial experience. Experience working in municipal government and delivering exceptional customer service highly desirable.

Applicants qualifying for employment will be subject to a polygraph examination and an extensive background screening.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622- 8265
www.miamigardens-fl.gov
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