

POLICE DEPARTMENT

City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

POSITION DETAILS:

Date Posted:	08/20/2020	Department:	Police	Title:	Secretary/Receptionist
Posting Expires:	UNTIL POSITION FILLED	Location:	Police Department	Grade & Status:	Grade 2 PT
Contact Phone:	870-425-6336	FLSA:	Non-Exempt	Salary Range:	\$11.05 – \$12.61
DAYS & HOURS OF OPERATION:			8:00am – 4:30pm Monday – Friday		

WHERE TO APPLY (in person or via us mail): **Police Department – 424 West 7th Street**
Mountain Home, AR 72653

JOB NOTICE

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

JOB DESCRIPTION

JOB TITLE: **PART-TIME SECRETARY/RECEPTIONIST – SECURITY SENSITIVE**

GRADE: **2 – FLSA – NON-EXEMPT**

JOB SUMMARY: The Secretary/Receptionist works under the direct supervision of the Office Manager and is responsible for providing administrative support for the Mountain Home Police Department. This position is non-sworn and department policy and procedures govern this position.

ESSENTIAL DUTIES:

- a) Enter tickets and warrants into computer; print information and update files; and track tickets and warrants in preparation for municipal court date.
- b) Prepares weekly municipal court docket for court clerk by identifying cash/bonding company; organize tickets and warrants with docket; and issue check to municipal court for monies received from ticket and bond collections.
- c) Prepares weekly partial payments record for municipal court by balancing payment sheets with partial fine payments; and issuing check to municipal court for monies received from partial fine payments.
- d) Collects fine, bond and ticket payments from walk in clients and via mail; issues receipts and records payments in the proper accounts; prepares and makes deposits in the proper accounts.
- e) Maintains general files for department; distributes incoming and inter-office mail and collects outgoing mail; and types various reports.

- f) Handles telephone inquiries from the public and provides information to the walk-in public.
- g) Performs other related duties as required or assigned.

WORK RELATIONSHIPS:

The Secretary/Receptionist has frequent contact with department personnel, City Hall, other city departments, other law enforcement agencies, attorneys, courts, bail bond companies and the general public.

KNOWLEDGE, SKILLS AND ABILITIES:

- a) Knowledge of general office practices.
- b) Knowledge of grammar, spelling, and punctuation.
- c) Knowledge of record keeping systems.
- d) Knowledge of basic arithmetic.
- e) Knowledge of basic computer skills.
- f) Ability to answer the telephone, greet visitors, and provide information and assistance.
- g) Ability to maintain filing systems and research files to verify data in various forms and documents.
- h) Ability to operate standard office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus three years of training in business office practices, or a related field. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the chief of police.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.

Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:

CITY WEBSITE
ARKANSAS WORKFORCE
CITY BULLETIN BOARDS