



City of Auburn Information Assistant

The City of Auburn Police Department is seeking a customer-service oriented individual to fill the Information Assistant position. This individual will staff the front counter in the Police Department fielding incoming calls and in-person inquiries from the public. Additional duties include data entry of court documents, offenses and arrest reports, accident reports and updates; processing written requests for crash and incident reports; serving as back-up for the administrative staff in processing payroll, Workers Compensation forms, and performs other duties as assigned. Must become certified as a Metro-Terminal Operator to perform a number of functions such as motor vehicle registrations and NCIC entries, concealed weapons permits, and criminal background inquiries.

Successful candidate must be dependable, flexible, have excellent customer service skills, verbal and written skills and computer skills, and enjoy working in a fast paced environment and must be able to pass an extensive background check.

Salary is dependent upon experience and qualifications. Send cover letter, resume and list of references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1414 or 1416. E-mail address is dgrimmig@auburnmaine.gov.

Deadline for submission of application is Friday November 14, 2014.

The City of Auburn is an Equal Opportunity Employer.