



<b>Job Title</b>	Administrative Assistant	<b>Position Type</b>	Part-Time
<b>Department</b>	Public Safety	<b>Supervisor</b>	Police/Fire Chief

## Job Summary

Serves as the first point of contact for the Public Safety Building. This part-time position supports both the Fire and Police Departments, by managing administrative functions, coordinating departments activities, and providing exceptional customer service to residents and public safety personnel. This position will be responsible for scheduling meetings, taking messages, planning events, and issue burn/pistol/transport permits along with various other administrative functions. The office hours are Monday – Friday 8:00 AM – 2:00 PM.

## Responsibilities

- Take messages and plan events
- Coordinate and Plan Training Activities
- Schedule Meetings
- Issue Burn/Pistol/Transport Permits
- Register Sex Offenders
- Data Entry to include arrest and summons
- Equipment Inventory
- Accounts Payable and Bid Solicitation
- Maintain daily operations and functions of the department; answer phones, email, incoming/outgoing mail, supplies, reporting, record keeping functions.
- Other Duties as Assigned

## Job Requirements

- Previous customer service experience
- Ability to multi-task
- Maintain Confidentiality
- Proficiency in Microsoft office
- Excellent written and verbal skills



- High level of professionalism
- Strong organizational skills and attention to detail
- Ability to remain calm and professional under pressure

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Employee Printed Name

Employee Signature

Date

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Department Head Signature & Date:

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Department Head Signature & Date:



Town of Wilton

Administrative Assistant – Public Safety

**The Town of Wilton is seeking a qualified candidate for the position of part-time Public Safety Administrative Assistant.**

This position provides 30 hours a week of administrative support to both the Police and Fire Departments. The ideal candidate will effectively manage administrative tasks, provide frontline support and ensure seamless communication between the Police and Fire Departments, by providing information to citizens, scheduling, handling correspondence, issuing various permits, and assist with administrative duties as assigned such as payroll. Maintain daily operations and functions of the department; answer phones, email, incoming/outgoing mail, supplies, reporting, record keeping functions. As the first point of contact in for the Public Safety office the candidate will provide exceptional customer service to a wide variety of internal and external customers including residents, crime subjects, crime victims, witnesses, patients, hospitals, legal partners, governmental agencies, and the Town of Wilton staff.

To apply, submit a Town of Wilton Employment Application, cover letter and resume to [treas@wiltonmaine.org](mailto:treas@wiltonmaine.org) or mail to Town of Wilton, 158 Weld Road, Wilton, ME 04294 Attention Katharine Johnston, Human Resource Director. For more information and a complete job description please email [treas@wiltonmaine.org](mailto:treas@wiltonmaine.org).

The Town of Wilton is an Equal Opportunity Employer.