



Williamston Police Department Administrative Assistant

The Williamston Police Department seeks full-time applicant with a high school diploma or equivalent supplemented by specialized secretarial or office management training, preferred associate's degree in a related field, valid NC Driver's License, significant office and computer experience. Must hold Notary Public certification and DCIN certification, or ability to obtain these within 6 months. Applicant must be responsible, professional and customer service oriented. Must pass a criminal background. Benefits package offered.

Salary range: \$41,059 to \$46,000

Hours: 8am-5pm

Resume required

NC PD-107 application

Applications and resumes will be accepted at Town Hall, 102 E Main St, PO Box 506, Williamston, NC 27892 through March 21st or until the position is filled. A blank application can be requested from Town Hall, the Williamston Police Department or downloaded from Town website. The Town of Williamston is an equal opportunity employer.