



CITY OF FRUITLAND PARK

JOB POSTING

POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT:

Duties: Highly responsible Administrative position working under the direct supervision of the Chief of Police. Experience in public relations, general office and clerical work. Experience in computer & Microsoft applications necessary. Full Benefit package.

Hours: Full-time position (40 hours per week).

Salary: \$14.00 per hour, based on experience.

Date of Posting: December 20, 2018

Application Deadline: FRIDAY, JANUARY 11, 2019

Apply at City Hall, 506 W. Berckman St., Fruitland Park, FL 34731, Monday - Friday, 8:30 a.m. - 4:30 p.m. Position requires high school diploma or equivalent and current valid Florida driver license. Drug screen, physical examination, background and fingerprinting are required. The City of Fruitland Park is a drug free workplace and an Equal Opportunity Employer.