



## POLICE CLERK/ADMINISTRATIVE ASSISTANT

FULL-TIME

DEADLINE: Wednesday, May 1, 2024 at 4PM



The Lakeside Park/Crestview Hills Police Authority is accepting applications for the position of Police Clerk/Administrative Assistant. This position is Monday through Friday 8am to 4pm.

Applications should be submitted to the Chief of Police no later than Wednesday, May 1, 2024 at 4PM in person or by mail to Lakeside Park/Crestview Hills Police at 40 Town Center Boulevard in Crestview Hills, KY 41017, or by email to [bdegenhardt@lpchpd.com](mailto:bdegenhardt@lpchpd.com).

### Police Clerk/Administrative Assistant duties include:

- Assist the Chief of Police in various agency operations
- Processes Accounts Receivable and Accounts Payable
- Serves as payroll, benefits, records and retirement administrator/coordinator
- Attends Police Authority Board meetings and prepares associated records
- Learns all office functions and operations of the Police Authority
- Facilitate the acquisition, storage, and disposition or disposal of office supplies and systems
- Interact with members of the public, vendors, other governmental personnel and staff members as it relates to Police Authority functions

### Entry Level Requirements:

Graduation from high school or its equivalent supplemented by one year of responsible experience in clerical work involving frequent contact with the public; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform effectively the duties of the position.

### Benefits include:

- CERS Non-Hazardous Retirement
- Anthem Medical, Dental, and Vision Insurance, individual or family , as needed by employee, at no cost to employee
- Anthem Life Insurance: \$25,000 on employee at no cost to employee
- Paid Time Off for Vacation, Personal Days, Holidays, and Sick Leave
- Participation in Employee Wellness Programs
- Paid Training and Certification Programs

*Salary range is \$45,000 to \$75,000, commensurate with experience.*