

Administrative Secretary/Records Clerk

The Town of Abingdon Police Department is currently accepting applications for the position of Administrative Secretary/Records Clerk.

This position reports directly to the Chief of Police and is responsible for variety secretarial and clerical tasks and requires the ability to take and transcribe dictation. In addition, this position requires telephone communications skills and gives general information in response to public inquiries.

Interested persons may request an employment application from the Town of Abingdon Human Resources Manager, 133 West Main Street Abingdon, VA 24210, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m. or download one from www.abingdon-va.gov. The application deadline is noon on Friday, September 12, 2014 and should be submitted to the attention of Ms. Deborah Atkins-Vance, Director of Human Resources, PO Box 789, Abingdon, VA 24212.

The most desirable applicant will possess a high school diploma, or equivalent, and 3 to 5 years experience in a similar capacity. In addition, the applicant must have excellent customer service skills and be proficient in Microsoft Word and Excel and have the ability to get along well with others and communicate instructions and directions.

The successful applicant must pass a background check, criminal history check and a drug screen. This is a full-time position with full benefits. Salary range: \$25,680 to \$35,952 DOE.

The Town of Abingdon is an Equal Opportunity Employer.