



Cottage Grove Police Department

NOW RECRUITING FOR AN

Administrative Assistant

\$4,353.00 to \$5,556.00 Per Month DOQ

Do you enjoy variety in your day? Do you have an eye for detail and a passion for process development and improvement along with a high level of experience in administrative support? If so, the City of Cottage Grove Police Department has an exciting opportunity for you. We are recruiting for an Administrative Assistant who has the right experience and qualifications to add to our team.

What will you do?

You will provide administrative support to the Cottage Grove Police Department to include Patrol, Dispatch, and the Records/Evidence Divisions. You will prioritize your daily and weekly workload to support agency goals, mission, business expectations and timelines in accordance with department policies, rules, procedures and Oregon laws. You will be responsible for knowing the expectations of the office and work independently with little to no supervision to fulfill those expectations with a high level of accuracy and timelines.

Required Education & Experience:

- High school graduation or equivalency.
- Associates Degree in Business Administration-preferred.
- Previous experience in law enforcement administrative duties-preferred.
- At least three (3) years of increasingly responsible administrative support experience.
- Any combination of experience and education, which demonstrates the knowledge, skills and ability to perform the positions duties.

Position Closes Friday, February 3, 2023 at 5:00pm

To Apply:

Submit:

- ✓ City of Cottage Grove Application (available at www.cottagegroveor.gov/jobs)
- ✓ Cover Letter
- ✓ Resume
- ✓ Three (3) Work Related References

*Applications missing required documents will not be considered for the position.

Mail/Drop off Application and Materials to:

City of Cottage Grove
Attn: Human Resources
400 E Main Street
Cottage Grove, OR 97424

OR

Email to:

hr@cottagegrove.org

Questions? Contact HR at (541)767-4114

The City of Cottage Grove is an Equal Opportunity Employer