

ADMINISTRATIVE SECRETARY- Police Department

Perform moderately complex secretarial & clerical tasks such as typing, transcribing, filing, answering telephone & coord. activities of Chief of Police & staff. Must pass a Word, Excel, clerical test & typing test with at least 60-70 wpm. Progressive secretarial exp. req. H.S. or GED req., plus specialized schooling &/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 year's related exp &/or training, or equiv. combination educ. & exp. Must possess valid OK driver license & be insurable. Starting Salary Range: \$30,970-\$32,792/yr. w/benefits. Apps. accepted thru 12/15/17, 5:00 p.m. Apply City of Midwest City, HR Dept., 100 N. Midwest Blvd., or www.midwestcityok.org. EOE.