

JOB ANNOUNCEMENT

Part-time Secretary – The Clinton City Police Department is taking application for a part-time secretary to work 30 hrs per week. Applicants must be able to type 45 w.p.m., be multi-task oriented and have working knowledge of Windows and Word Perfect. Some experience in law enforcement is preferable, but not necessary. Must pass a 6 month probation. Beginning salary is \$10.59 per hour. Applications can be obtained at the Clinton City Police Department 2209 N 1500 W., between 8 a.m. to 5 p.m. M-F. or on-line. All applicants must be able to pass a drug test and background check. Applications will be accepted until Feb 26, 2016