

MILTON POLICE DEPARTMENT

PRIDE



INTEGRITY

101 Federal Street • Milton • Delaware • 19968

Phone: (302) 684-8547 • Fax: (302) 984-8046

Dispatch: (302) 855-2980

SUBJECT: HIRING FOR OPEN PT ADMINISTRATIVE ASSISTANT

The Milton Police Department is currently seeking a qualified individual for the position of Part-time Administrative Assistant working 24-32 hours per week.

We are offering a competitive wage of \$15.00 per hour.

Experience in LEISS, budget tracking, record keeping, court documents is a plus. Assisting the administrative and patrol staff with administrative duties is required.

Applicant must be able to pass a background investigation and obtain authorization to utilize DELJIS systems.

If you believe you have what it takes to join a modernizing, forward moving, community oriented policing agency, please contact us or stop in for an application.

Completed applications should be returned **NO LATER THAN JUNE 1, 2016.**