

Police Office Specialist / Accreditation Assistant Banner Elk Police Department

The Banner Elk Police Department is seeking a highly organized, detail-oriented professional to serve as a Police Office Specialist / Accreditation Assistant. This position provides essential administrative support to department operations while assisting with accreditation activities, policy management, records coordination, and compliance documentation.

The successful candidate will be dependable, detail-focused, and able to manage multiple priorities while maintaining confidentiality and professionalism in a law enforcement environment.

A complete job description and application are available at Banner Elk Town Hall or online at townofbannerelk.org.

To apply, please provide application, resume, cover letter to Chief Kevin Hodges at Banner Elk Town Hall by mail to PO Box 2049, Banner Elk, NC 28604 or email to khodges@townofbannerelknc.org

The Town of Banner Elk is an equal opportunity employer.